

Artisan Vendor Booklet
Cavendish, PEI
March 2023



2023 Vendor Booklet

Welcome to the 2023 Music Festival Season! We are excited to provide our festival's customers with high-quality food and beverage service. Thank you for looking into working with us!

Below is important information you will need to know as we want to continue to bring a smooth and excellent offering. We ask that you review this document in detail, and if chosen, you will be required to submit a \$500 deposit.

Please note that a 22.5% royalty on the net plus HST will be paid to Whitecap Entertainment. Every vendor is required to use one of our credit card machines. No cash is allowed to be accepted.

1. Environmental Health

- Deadline to submit the Environmental Health application, fee, and menu is Friday, June 9, 2023
- Environmental Health will be enforcing the Food Premises Regulations (as outlined in the "Guidelines for Food Service at Special Events" document).
- Environmental Health Officers will collect food samples that will be frozen in the event of a foodborne illness investigation.
- Vendors are required to have an alternate power supply to ensure proper holding of refrigerated items in the event of an interruption to the power supply provided by Whitecap Entertainment.
- Failure to meet Environmental Health requirements will result in a recommendation to Whitecap Entertainment to remove the vendor.
- Recommendations: Have an alternate power supply in case of an outage. Water hoses are aging- replace them with full-grade food hoses. Take samples of food of high risk- personal safety insurance, freeze samples

2. Potable Water – is available on site. You will need to provide a safe drinking water hose with NSF Sticker on the hose.

3. Power – cost to be determined based on what you use. Subject to change closer to the festival. The costs from 2022 are as follows:

- 15-20 AMP \$169
- 30 AMP \$186
- 40-50 AMP \$216

4. Propane

- You can bring your own; if you choose, 100 lbs & 20 lbs will be available for sale on-site if you run out.
- NO Propane BBQ's under tents.
- Propane cylinders will be kept in a central area on site.

5. You supply all of your own food.

- There will be no extra food on-site to replenish your stock, so please order accordingly.
- There is no reefer on-site to store your product. Please make sure to have made appropriate arrangements.

6. Equipment

- Vendor to supply all their own equipment including coolers, tables and chairs etc.
- If supplying your own tent, please ensure it meets the Provincial Fire Marshal regulations. If you have a question about your tent, ask in advance **do not wait** until you are onsite.

7. Ice will be available for sale on-site.

- Feel free to bring your own ice to start.
- Hours to pick up ice will be determined before the festival; if you are not there during pick-up hours, you will have to wait until Iceman has time to attend to you.

8. Non-alcoholic beverages – Must be purchased on-site – Pepsi products only

- Items available: Soft drinks, water, Gatorade in 24 pk and single. 2022 prices are as follows:
 - Individual Drinks for customers: \$3 for water and \$4 for pop
 - Vendors Costs: \$48 for 24 bottles of pop (591ml bottles) and \$36 for 24 bottles of water
 - Can adjust the cost for combos if you desire

9. Beverage & Ice pick up

- Pepsi reefer truck will be located behind the vendors. Must be picked up by 11 am each day (if you run out, we can get you more).
- Ice pick-up times will be decided before the festival. If you are not there during pick-up times, you will have to wait until the tenant has time to assist

THERE WILL BE NO POP RETURNS AT THE END OF THE EVENT!

Receipts will be given, and the total will be deducted from the daily or final settlement.

9. Currency

- Credit/Debit and RFID bracelets will be used.
- Vendors will be given a debit/credit machine at the beginning of the festival. The final settlement will deduct a \$20 rental fee per machine.

ANYONE ACCEPTING CASH OR USING THEIR OWN CREDIT CARD MACHINE MAY BE ESCORTED OFF THE SITE IMMEDIATELY.

10. Vendors are responsible for their own menu signage - No handwritten signs/menus. NO PRICE CHANGES FOR MENU ITEMS DURING THE FESTIVAL.

11. Vendor Cash Out Procedure

- Vendor cash-out times:

CBMF: Thursday, Friday, Saturday, and Sunday: 11:00 am – 2:00 pm.

Sommo: Friday, Saturday, and Sunday: 11:00 am – 2:00 pm.

You can do one cash out at the end of the festival (Sunday) if you prefer.

*Please bring your debit machine from the previous day to the bank building during these times to be counted and tracked.

- We will back out the taxes to determine Net Revenue (Sales before taxes).
- We will charge Vendors a 22.5% Royalty on Net Revenue plus HST.
- At the end of the weekend, each Vendor will be issued a cheque based on Gross Sales less Royalty and less any charges you may have incurred with Iceman, propane, and rental equipment. Cheques will be issued within one month of festival completion.

12. Vendor set up times and tear down

- **Must strictly adhere to rules.**
- **CBMF Set up/ tear down**
 - Vendors may begin their set up on Tuesday, July 4, between the hours of 9:00 am and 6:00 pm.
 - All vendors must be set up by Wednesday, July 5, time TBD for Health and Fire inspections.
 - Gates will open at 12 pm on Thursday, July 6, Friday, July 7, and Saturday, July 8. Please be ready to go and have staff checked in an hour before the gates open.
 - Vendors are to have vacated the site by 4:00 pm Sunday, July 9, unless prior arrangements have been made.
- **Sommo**
 - Vendors may begin their setup on Wednesday, July 12, between the hours of 9:00 am and 6:00 pm.
 - All vendors must be set up by Thursday, July 13, time TBD for Health and Fire inspections.
 - Gates will open at 12 pm on Friday, July 14 and Saturday, July 15. Please be ready to go and have staff checked in an hour before the gates open.
 - Vendors are to have vacated the site by 4:00 pm Sunday, July 16, unless prior arrangements have been made.
- Please use the EAST service road to park trucks/trailers for setup; we ask that you stay off the public grounds as much as possible during the design (maps will be sent to you

before the festival)

13. Parking/Car Registration

- You will be provided one parking pass in the staff/volunteer lot- a designated area for vendors. Parking passes will be mailed out in advance to the festival.
- For those staff members who do not travel in the registered vehicles will be given parking passes for a designated parking lot outside the festival grounds.

14. Staff Check-in

- Staff names and schedules of shifts must be submitted to Whitecap Entertainment by Friday, June 16, 2023. Please let Whitecap Entertainment know immediately if you have last-minute changes to your staff schedule. If you do not submit your staff names, they will not be permitted into the festival grounds.
- There is a maximum of 8 staff members allowed on site per shift- you may be asked to reduce this number based on your operation.
- All staff members must be on site before 6:00 pm. At this time, we will be shutting down the check-in area. New staff will not be allowed to enter the site after this time.

15. Service Road

- No traffic except for festival golf carts between 6:00 pm and 11:45 pm or until deemed safe by Whitecap Entertainment Security.
- The service road will be shut down with gates locked at 6 pm each evening; there will be no traffic. If you need anything transferred in or out of the site, please coordinate before 6 pm. The gates will not open again until 11:45 pm or after festival attendees have cleared the premises and the onsite parking lot begins to clear.

16. Accessing the Grounds

- When arriving at the site to start your setup, please enter the original Avonlea Village entrance on the East side of the property and continue along the East tree line till you get to the Service Road Entrance Gate. Please do not drive down the middle of the parking lot.

17. Exiting the Grounds at night

- The service road is closed from 6:00 pm - 11:45 pm daily. Any vehicles requiring access inside the fence must be inside by 6:00 pm, and any deliveries are to occur before 6:00 pm. Vendor vehicles parked inside the fence will not be permitted to leave until 11:45 pm or until deemed safe for the vehicles to leave.

18. Vendors must:

- Keep their assigned space clean. All garbage is to be placed in the garbage cans. Upon departure nothing is to be left behind including plastic crates or cardboard boxes.
- Follow all policies and guidelines that have been put in place.
- If not followed, you will lose the deposit.

20. Festival Resources

- Use of electricity, tents, fire extinguishers, water, and purchase of propane will all be recorded during the festival. This record is the final amount that will be deducted from your deposit-no exceptions.

20. Pepsi Fridges

- Vendors gets one Pepsi fridge to sell Pepsi products out of

21. Attendance:

- The numbers we are expecting are estimates.
- CBMF:
 - Wednesday: 2000 – 3000
 - Thursday: 26,500
 - Friday: 26,500
 - Saturday: 26,500
 - Campground: 1000
- Sommo:
 - Friday: 10,000
 - Saturday: 15,000
 - Campground: 650

22. Insurance Information

VENDOR INSURANCE REQUIREMENTS

*Please note that if you are a vendor for Sommo, our legal business name is **Cavendish Beach Music Festival Inc.** You will see this in the below sections. *

For the “event period” (period covering the show dates plus move-in and move-out dates),

- CBMF: July 4 – July 9, 2023
- Sommo: July 12 – July 16, 2023

The VENDOR shall, at its own expense, obtain, maintain and keep in force the insurance provisions set forth below:

1. Commercial General Liability (CGL) insurance with a minimum of two million dollars (\$2,000,000) per occurrence, including a general aggregate limit of no less than two million dollars (\$2,000,000).

The CGL policy shall:

- a) Add the following as additional Insureds, but only with respect to its interest in the operations of the named insured:
 - i. **Cavendish Beach Music Festival Inc.** (14 Macaleer Dr. Charlottetown, PE C1E 1A1)
 - ii. **MI Entertainment Group Inc.** (503 Mall Court, #32 Lansing MI 48912)
 - iii. **The Resort Municipality** (7591 Cawnpore Lane, RR#2, Hunter River, PE, COA 1N0)
 - iv. **Province of PEI** (PO Box 2000, Charlottetown, PE, C1A 7N8)
- b) Contain a 'Waiver of Subrogation' clause
- c) Not be cancelled or its coverage reduced except upon thirty (30) days prior written notice to **Cavendish Beach Music Festival Inc.** (14 Macaleer Dr. Charlottetown, PE C1E 1A1)
2. Non-Owned Automobile coverage with a minimum Liability limit of two million dollars (\$2,000,000)
3. Automobile Insurance SPF No. 1 (Owner's Form) with a minimum Third Party Liability limit of two million dollars (\$2,000,000) on vehicles owned by the Vendor and used by it in the operation of its business.

PROOF OF INSURANCE: A Certificate of Insurance (COI) in form and content satisfactory to Cavendish Beach Music Festival Inc. before the Vendor's occupancy of the Premises and not less than fourteen (14) days before the event period.

COMPLIANCE WITH LAWS:

Comply with all applicable laws, bylaws, ordinances, rules and regulations and orders of all federal, provincial, municipal and local governmental authorities relating to fire, safety and health.

WORKERS' COMPENSATION COMPLIANCE:

The vendor agrees to abide by the rules and regulations as outlined in the provincial Occupational Health and Safety Act, and shall provide a 'Certificate of Compliance (if applicable).

VENDOR'S MERCHANDISE:

Whitecap Entertainment will not be responsible for the property of the Vendor. The vendor shall ensure their own merchandise, at their own expense, if they so choose.

A Cooke's Insurance representative will reach out to you shortly to secure your insurance documents.