**WELCOME TO THE VENDORS INFORMATION SECTION**

**ESQUIMALT RIBFEST 2024**

**FRIDAY, SEPTEMBER 6, 2024 – SUNDAY, SEPTEMBER 8, 2024**

Thank you for your interest in becoming a vendor at the annual Esquimalt Ribfest, 2024

**There will be limited space available for vendors for this year’s event.**

Vendors wishing to apply must note:

***All products sold must be handmade, homemade by the seller, and be altered substantially from their original state. No resellers are allowed at this time. All products are reviewed to ensure these guidelines are met.***

**Before completing the application form please read the following Vendor Information, for becoming a vendor at Esquimalt Ribfest.**

**COST for three day event:** vendor’s fee of **$200.00 per 10’ X 10” (frontage) or portion thereof** (inclusive of trailer hitches etc.). Cheques are to be attached to your application form and made payable to the ***Esquimalt Firefighters Charitable Foundation*** ($30.00 charge for NSF cheques).

Complete an Application Form, attach your cheque, along with a self-addressed stamped envelope and forward to:

**Esquimalt Ribfest 2024 – c/o 200 Maddock Ave W, Victoria, B.C. V9A 1G6**

Due to limited space all applications need to be submitted **by June 2, 2024**.

Applications will be reviewed and you will be notified if you are successful. If you are unsuccessful your cheque will be returned to you.

The successful vendors will receive a contract to be signed and returned no later than **July 6, 2024.**

**VENDOR INFORMATION**

**SET UP and TAKE DOWN**

1. The site will be available for set up on Thursday September 5, 2024 - time TBA.
2. All set up must be completed and vehicles cleared off the site by 10:30 a.m. on Friday, September 6, 2024.
3. Vendors are responsible for providing their own tent, chairs, tables, lighting, and equipment required to safely operate their business. Tents are to be no larger than 10’ X 10” unless prior approval has been arranged and approved in writing.
4. **1 electrical 15 amp plug will be made available to each vendor.**
5. Vendors must provide their own grounded electrical cord, minimum length 100 feet.
6. Stakes CANNOT be used on the grounds. Guy ropes must be held in place with tent pegs or weights such as sand bags.
7. There is no vehicle access to the site during the event hours of operation.
8. No wares for sale to extend beyond the inside frontage of booth.
9. Exhibits may be left in place until Monday morning, however all exhibit material must be removed by the Vendor by noon Monday, September 9, 2024.
10. Vendors must be present at all times and set up 30 minutes before opening hours each day of the event and may close at 9:00 p.m.
11. No teardown of vendor booths prior to the end of operation hours Sunday.

**OPERATION**

1. Hours of Operation: (**to be Confirmed**)
2. Friday, September 6th – 11:00 a.m. to 10:00 p.m. (Vendors - 11:00 a.m. to 9:00 p.m.)
3. Saturday, September 7th – 11:00 a.m. to 10:00 p.m. (Vendors - 11:00 a.m. to 9:00 p.m.)
4. Sunday, September 8th – 11:00 a.m. to 9:00 p.m. (Vendors - 11:00 a.m. to 9:00 p.m.)
5. Overnight security is provided from Thursday night through Monday morning, however vendors are ultimately responsible for their own property.
6. Food Vendors **MUST** **submit a valid VIHA Temporary Food Market Permits** with their application.
7. No Smoking or Vaping of any substance**,** allowed on grounds.
8. No consumption of alcohol or drugs in vendor areas or on site.
9. No pets/animals are permitted on the site.

**RULES AND REGULATIONS**

1. The Producer reserves the right to accept or reject any application for any reason and does not guarantee the availability of space.
2. The Producer reserves the right to amend these rules and regulations without notice.
3. The Producer is under no obligation to refund any fees for any reason.