

HILLS GARLIC FESTIVAL FOOD VENDOR APPLICATION FORM (Page 1)
 Please provide us with your contact details. Fields marked with * are optional.

Name: _____

Name of Business: _____

Email: _____ Phone: _____

Mailing Address: _____

Town: _____ Postal Code: _____

*Website Address: _____

*Facebook Page Address: _____

Type of Food Served: _____

My contact information may be included in the Vendor Directory on the Festival website: Yes No
 I am a returning vendor; please use previously submitted photos with my Vendor Directory listing: Yes No
 AND/OR please use images from my website(s) with my Vendor Directory listing on the Festival website: Yes No
 AND/OR I will email photos for use with my Vendor Directory listing to admin@hillsgarlicfest.ca: Yes No

Booth Space Request (refer to map; the Festival reserves the right to assign final booth locations). Each booth space is 10'x10'. Vendors are responsible for providing canopies, tables, etc.

Same as last year # _____	New Space in area (circle) A B C D E F G H I
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Non-refundable registration fee	1 @ \$25	\$25.00
# spaces	@ \$150 =	\$
# electrical power connections requested (15 amp each)	@ \$25 =	\$
	TOTAL ENCLOSED	\$

Other information: _____

- YES, I have read and understand the [Information for Vendors](#) (included with this form)
- YES, I have read and understand the [Information for Food Vendors](#) (included with this form)
- YES, I have read and understand the [IHA Temporary Food Service Guidelines](#) (please refer to our website)
- YES, I have read and understand the [IHA Mobile Food Vending Guidelines](#) (please refer to our website)

Mobile Food Service Permit and proof of liability insurance must be submitted prior to August 31.
 PLEASE MAIL FORM WITH PAYMENT TO: **Hills Recreation Society**, 4480 Highway 6, New Denver, BC V0G 1S1

----- THIS SECTION FOR HILLS RECREATION SOCIETY USE -----

Date Booking Received: _____	Payment Encl: _____	Booth #
Date Deposited: _____	Amount: _____	
Receipt Issued: _____	Directory Update: ___ SS Update: ___	
Health Certificate and Insurance Documents Received: _____		

HILLS GARLIC FESTIVAL FOOD VENDOR APPLICATION FORM (Page 2)

A temporary or mobile food service permit is required. A copy must be provided to the Festival Coordinator prior to August 31. Contact the Interior Health Authority, 250.505.7220, for more information or to secure a letter indicating a permit is not required. **Proof of liability insurance is also required.**

Food service operators and workers must have completed a Foodsafe course.

Cold running water is available; you are responsible for providing hoses.

Please use compostable food service supplies: paper plates, paper cups, wooden cutlery.

Vendors are responsible for separating garbage:

- Buckets are provided for food waste
- Recyclables such as glass, plastic, paper, and cardboard should be separated and kept for collection by our Green Team
- All grease must be taken off site for disposal

Electrical power at the Festival site is limited. Food vendors are encouraged to use alternative sources of energy such as propane, solar, or battery packs. In order to maintain the atmosphere we enjoy at the Festival, **we restrict the use of generators** (prior approval must be granted). If you are requesting electrical power, please indicate the appliances you will be using and their electrical rating (in watts). Electrical power hookups will not be provided without this information.

Electrical Appliance:	Rating (watts):

The Festival reserves the right to limit power consumption and/or locate vendors in appropriate booth spaces to minimize conflicts in electrical power usage.

A 15 amp electrical power connection provides the ability to plug in 2 appropriately rated appliances. Using power bars and other devices to enable connection of multiple appliances to a single connection is prohibited.

Please ensure that extension cords have a rating equal to or greater than the rating for your equipment.



INFORMATION FOR ALL VENDORS

The Hills Garlic Festival, sponsored by the Hills Recreation Society, is held each year in New Denver, BC on the Sunday following Labour Day from 10 a.m. - 5 p.m. The Garlic Festival is located at Centennial Park by beautiful Slokan Lake and features 165 vendors, great food, live music, and kids' entertainment. Our website is www.hillsgarlicfest.ca.

Our theme is "**Homegrown, Homemade, Organic**". Your products must be grown, produced, or crafted in Canada. (If you are unsure as to whether you meet these criteria please contact the Coordinator). **Any vendors selling imported products will be asked to remove them immediately without refund.**

Each year we expect to welcome over 5000 people to the event. **We keep the total number of booth spaces the same** as we want to maintain the flavour and keep it worthwhile for vendors. A few things to keep in mind:

- The Village of New Denver controls overnight **camping** at the site and have agreed to accommodate extended vendor camping on-site Saturday night. This is not included in vendor fees. **All campers are required to pay the Village campsite attendant for using this facility.** Please visit the [Slokan Lake Chamber of Commerce](http://www.slokanlakechamber.com) website for other local accommodations.
- Vendors may **set up** on Saturday after 3:00 pm, although the site is not secure, or from 6:30 am on Sunday **with vehicles off the site in Vendor Parking by 9:00 am.** Please check in with the Coordinator on arrival. Food vendors with mobile units are asked to arrive for Saturday set up in order to avoid congestion on Sunday morning.
- Vendors may take down their booths no earlier than 5:00 pm. **Vehicles will not be permitted on the grounds before the 5:00 closing time.**
- Vendors are reminded that the organizers of the Hills Garlic Festival are not responsible for the weather conditions on the day of the event. Vendors may wish to inquire about purchasing insurance to protect them against damage or loss
- We highly recommend including a **large sign** identifying your business name along with a supply of **business cards.**

- Our goal is to have the Hills Garlic Festival be a [zero net waste](#) event. Please bring products to the Festival in reusable boxes/containers and sell products in packaging that can be recycled or composted. For detailed information, please refer to our [waste separation guidelines](#).
- **Product Requested for Garlic Festival Raffle:** Again this year the Hills Recreation Society will be holding a raffle of Garlic Festival produce and products. Your donations are assembled in attractive baskets and raffled during the Garlic Festival. All proceeds will go to supporting the development of recreation facilities for our local community. **We are asking all vendors to contribute a product sample that is identified to help promote your business.** Your samples will be collected the morning of the festival during set-up, so these beautiful baskets can be displayed throughout the day. Your help and generosity is greatly appreciated. Food vendors are requested to donate meal coupons or a boxed meal, bottled beverages, etc., that will be offered to volunteers.

To guarantee a spot from last year, returning vendors should register by **sending in the appropriate booking form and payment in advance by March 31st.** After that date, any unpaid spaces will be available to new vendors. If you would prefer a different space, please indicate the new section, and we will try to accommodate changes after March 31st. **If you cannot meet this deadline, please contact the Coordinator.**

If 30% or more of your sales is from prepared, consumable-on-site food, you must register as a food vendor. **Food vendors are required to send a copy of their temporary or mobile food service permit (or a letter from the Interior Health Authority indicating a permit is not required) by August 31.** Please refer to the IHA guidelines linked from our website. **Food vendors are also required to provide a copy of their liability insurance covering them for the year, season, or day.**

Please indicate your requirements and send the appropriate booking form with a cheque or money order, payable to the **Hills Recreation Society**. Send to:

Hannah Weisbrich Collier
 Hills Garlic Festival Co-ordinator
 4480 Highway 6 Hills
 New Denver, B.C. V0G 1S1
 phone: (778)887-5552
 email: coordinator@hillsgarlicfest.ca

A receipt will be emailed to you when space has been assigned. **Please note we cannot accept post-dated cheques. You will be charged \$15 for any cheques that “bounce,” to cover the bank fees we have to pay.**

Sharing Booth Space

The booking form includes a request for information regarding all vendors sharing a space. If you register as a single vendor and decide at a later date to share your space, you must inform the Coordinator. Some products may not be accepted for sharing (for example, we don't want to end up with too many people selling pottery), and we want to be fair to those who have been on the waiting list for a long time. You are responsible for ensuring all products in your booth meet our policy for no imported goods. An additional registration fee is charged for each vendor in the shared space.

Waiting List

We carry over our waiting list from last year and have a number of potential vendors in each product category. We reserve the right to manage the waiting list so as to maintain our current product mix and limit competition in any product category. **Priority is given to vendors from the East/West Kootenays and Boundary region. Vendors applying for the waiting list should not send any payment. You will be notified if space becomes available, and payment will be accepted at that time.**

Refund Policy

Our fee structure now includes a \$25 non-refundable registration fee. Refunds of remaining fees paid are issued when the booth space is filled with another vendor from the waiting list. No refunds are available to vendors who cancel within 1 week of the event.

Vendor Toilet Facilities

You are welcome to use any of the washroom or portable facilities. Hand sanitizer and paper towels will be available in all portable toilets. **This does not replace proper hand washing before food handling.**

First Aid

If you, your co-workers, or your customers require minor first aid, please come to the Hills Recreation Society booth or the First Aid station. Serious injuries should go directly to Slocan Lake Hospital which is located 4 blocks from the Festival site (exit through Gate 3, proceed 3 blocks east, then 1 block south).

Pets, Family & Friends

Friends of vendors other than those directly involved in sales should pay the Festival entry fee at the gate. **No dogs** except service dogs are allowed at the festival. **Please leave your dogs at home.**

Contests

Traditionally we have several contests with categories such as Best Garlic Themed Poem, Prettiest Garlic Braid or Wreath, Largest Garlic Clove and Heaviest Garlic Bulb. Anyone is welcome to enter. Categories include. Entries should be dropped off at the Hills Recreation Society booth to the left of the main stage prior to noon. Please visit our website for more information about our [Contests & Raffles](#).



INFORMATION FOR FOOD VENDORS

- A **temporary or mobile food service permit is required**. A copy must be provided to the Festival Coordinator prior to August 31. Contact the Interior Health Authority, 250.505.7220, for more information or to secure a letter indicating a permit is not required.
- Proof of **liability insurance** is also required.
- Food service operators and workers must have completed a **Foodsafe course**.
- Cold running water is available from standpipes at 4 locations on the site. Water sources must be shared so be considerate of the needs of other vendors and campers. You are required to use food grade hoses.
- We try to compost as much waste as possible. Please refer to the [waste separation guidelines](#). Please ensure your booth space is tidy before you depart. Watch the Hills Garlic Recycling [video](#) on our website to learn more about our zero waste initiative.

**Grease MUST NOT be poured into the washroom drains.
Please take this type of waste with you and discard it properly offsite.**

Electrical power at the Festival site is limited:

- Food vendors are encouraged to use alternative sources of energy such as propane, solar, or battery packs. In order to maintain the atmosphere we enjoy at the Festival, **quiet generators** may be allowed in specific booth spaces.
- If you are requesting electrical power, you must supply a list of the appliances you will be using and their electrical rating (in watts). Electrical power hookups will not be provided without this information.
- A 15 amp electrical power connection provides the ability to plug in 2 appropriately rated appliances. Using power bars and other devices to enable connection of multiple appliances to a single connection is prohibited.
- Please ensure that extension cords have a rating equal to or greater than the rating for your equipment.
- **The Festival reserves the right to limit power consumption and/or locate vendors in appropriate booth spaces to minimize conflicts in electrical power usage.**

Food Vouchers: The Garlic Festival organizers will prepare vouchers for food vendor donations to be distributed to our volunteers. For example, 2 full meal vouchers or 4 snack/beverage type vouchers depending on your product offering.

INTERIOR HEALTH FOOD GUIDELINES

Interior Health does not object to the sale of non-potentially hazardous food prepared at home if best practices are observed. To ensure that a vendor has reviewed the best practices, they should complete the information form included in the guidelines and submit it to our office. We will review the information and if acceptable, issue a letter stating that we have no objections to the offering of food as described.

If food is potentially hazardous (ie. can support the growth of hazardous microorganisms) approval from the IHA office is required by means of a **temporary food permit**.

The applications and criteria can be found in the [Health Approval & Permits](#) section of the IHA website under the heading "Permit to operate a food service at a temporary event or festival." A printable version of the [IHA Temporary Food Service Guidelines](#) is also available.

Vendors of whole, unsliced or unpeeled fruits and vegetables and commercially prepackaged non-potentially hazardous foods are not required to have approval. Please refer to the list of food that is acceptable for home preparation, included in the temporary food market guidelines, for more clarification on what is considered potentially hazardous and not acceptable for home preparation. The Health Act - Food Premise Regulation requires that an application be made to Interior Health Authority before selling food to the public. They may conduct inspections of food vendors to ensure compliance.

Please refer to the list of home prepared food that is acceptable for public sale. Persons who wish to offer food that falls under the home prepared, non-potentially hazardous food category should complete the application found in the relevant document and forward it to IHA.

The names of registered food vendors are submitted to IHA in advance of the festival.

For more information, contact:

Paul Geisler, C.P.H.I.(C.)
Public Health Inspector,
Health Protection,
2nd Floor - 333 Victoria Street,
Nelson , BC, V1L 4K3
Ph: 1-250-505-7220
Fx: 1-250-505-7211

