**Vendor Application - ArtsWells Festival of All Things Art**

Wells, BC - August 1-5, 2014

| Business Name |  |
| --- | --- |
| Vendor’s Name |  |
| Phone Number |  |
| Email Address |  |
| Mailing Address |  |
| Description Of Items Sold |  |
| Vending Days and Times  Festival Runs From  August 2 at 6pm - August 5 at 5pm |  |

**Site Description**

The vending at the ArtsWells Festival takes place in front of and beside the community hall. This location is essentially at the heart of the festival site and is open all members of the public in addition to festival pass holders. No dogs allowed on site.

**Checking In and Setting Up**

***Vendors must sign in between 12:00 (noon) and 6:00 pm on Friday unless you have made arrangements with Beth Holden (bethholden@live.com)***

When you arrive in Wells you will need to pick up your package at the Vendor Sign located at the IMA Gallery at 2323 Pooley Street and sign a contract to show that you understand all policies and you understand what is expected of you.

The festival begins on Friday at 6:00pm. There are a number of volunteers and artists around town prior to this time. Saturday & Sunday has events running from as early as 10:00am running to as late as 2:00am. Monday begins at 10:00 am as well with closing ceremony at 5:00 or 6:00 pm. Monday evening has become very busy at ArtsWells and we can see a need for vendors to sell breakfast and lunch on Tuesday. Last year the only venue to eat on Tuesday was the Wells Hotel.

**Food Vendors**

We are looking for vendors that can be open late at night, in the past there has not been enough food available late into the evening. We are looking for both meat and vegetarian options. Please consider serving breakfast and lunch on Tuesday. This can be a great money maker.

**Your Space**

We provide 10’x10’ spaces. If your display is any larger than 10 x 10 you will need to purchase 2 spaces. Food vendors will set up on pavement and other vendors will set up on grassy packed ground. Vendors are responsible for bringing tents, tables and chairs and be aware that it can get **quite windy so please remember to bring stakes and ropes to peg down your tent**.

**Loading-and-unloading**

**Food vendors** can access their space by vehicle for set up and take down. During the festival vehicles this area is closed to all vehicle traffic. If you need space for a vehicle please make arrangements with festival coordinator in advance. Parking is located approximately 1 short block away.

**Other Vendors** are permitted to stop on the road on either end of the vending area to unload. No one is permitted to drive on the grass. There are carts available on a first come first serve basis and are used in a number of areas during the festival.

Parking is within half a block of the vendor area. Spaces are booked in a first come first serve manner.

**Payment Info and Services**

**Food Vendor Pass**

The vendor pass is $250 and allows for one 10 x 10 space and one festival pass. This does not allow for water of electricity. If additional employees wish to attend the festival they must purchase ArtsWells Tickets. If purchased through the vending application they will be in your vendor package ready to go when you arrive. I think it is also important to note that this year we have a cap on the number of tickets that we are selling.

**Artisan Vendor Pass**

Artisans - $170

This includes one 10ft by 10ft spot and one adult weekend festival pass. Before May 30, additional passes can be purchased for $125

**Additional ticket pricing**

$120 Early Bird - Before May 30th

$150 - Before Festival Weekend

$170 At the Festival

**Additional Fees**

* Chamber of Commerce Fee - $10
* Electricity per circuit - $20
  + We have a finite number of circuits and they are booked on a first come first serve basis. If you plan to use power please bring your own extension cords.
* Water & Grey Water Removal - $10

**Compost and Grey Water**

Please Compost! It will go to our community garden compost. When you check in we will provide you with one 4 gallon bucket. The Green Team will collect compost and dispose of Grey Water twice daily. If you need more frequent relief please let us know. **Do Not Pour It In Our Storm Sewers!!!**

**Water**

We have a hose on site.

Camping - $10 per person (this is a discount)

|  | **Description of item please be percise** | **Cost** |
| --- | --- | --- |
| Vendor Fee  ($250 or $170 - see above) for a 10 X 10 spot | Number of spots |  |
| Chamber fee |  | $10 |
| Electricity  $20 per outlet |  |  |
| Water/Grey Water  $10 |  |  |
| Additional Passes  $120 - $170 |  |  |
| Camping Pass  $10 per person |  |  |
| Compost - no fee just yes or no |  |  |
| total |  | = SUM(C7,C6,C5,C4,C3,C2) \# "CAD0" \\* MERGEFORMAT$10 |

**Payment –** Please email completed form to [bethholden@live.com](mailto:bethholden@live.com) and once you have received confirmation of acceptance payment can be made by **cheque** mailed to Island Mountain Arts, Box 65, Wells BC, V0K 2R0 or by **credit card** by calling IMA during business hours at 1-800-442-2787

**Deposit –** Once your application has been accepted we require a 50% deposit to save your spot and **payment in full must be paid by June 1**. If this will not work and you still want to come please contact me and we can work out a solution. Should you decide not come 25% of your entire fee is non-refundable.

**Private Property**

Please respect private property and lawns. We are so grateful to Dennis Manual (the owner of the large green building) and Janice Duggan (the renter of the Yellow House) who kindly allow us to access their electricity and water for a fee. Please treat them and their property with respect.

**Parking**

Vendor parking is available behind the hall and on adjacent streets. Please respect the no parking and loading zone signs and people’s private property. Please let me know if you need special arrangements.

**Screening of Goods**

With consideration to the local merchants in Wells, vendors must provide a detailed inventory.

**Getting to Wells**

From Quesnel on Highway 97, turn east on Highway 26 and travel 74 km to Wells. [Click here](http://maps.google.com/maps?f=q&hl=en&geocode=&q=2323+pooley+st+wells+bc&sll=37.0625,-95.677068&sspn=57.947788,108.28125&ie=UTF8&ll=53.105722,-121.572175&spn=0.010872,0.026436&z=15&iwloc=addr) for a Google map of the location of the IMA Gallery.

**Mountain Weather**

Weather-wise, it’s a good idea to be ready for anything. Its not unusual here to go from a bright, sunny, summer day to a torrential downpour, possibly followed by hail or snow and then back to 25ºC and sunshine all within an hour. It does get cold at night so please bring warm clothes and sleeping gear if you are planning on tenting.

***Food vendors must display a valid food service permit.***

*The details mentioned in this Vendor Application are subject to change without notice.*

If you have any questions, please email Beth at [bethholden@live.com](mailto:bethholden@live.com)

I, , understand and agree to the above conditions.

Date

Please save and e-mail the completed form to [bethholden@live.com](mailto:bethholden@live.com)