

**Brandon Folk, Music & Art Festival
Under The Trees**

Box 22091, Brandon, MB, Canada, R7A 6Y9

brandonfolkfestival@gmail.com

www.brandonfolkfestival.com

UNDER THE CANVAS

COMMUNITY GROUP APPLICATION ... CALL FOR ENTRY

The Brandon Folk, Music & Art Festival celebrates it's 27th Anniversary, July 21st-24th, 2011. We are a local festival with loyal community support. Last year we had over 3600 festival participants through our gates over the course of the weekend. This year we are expanding our Community Group area and will host up to 25 organizations in a community fair. This is a great chance for your organization to do some outreach and give our audience information about your programming, your projects, your mandates and hopefully recruit some new volunteers. We feature a great kids' area, food vendors, onsite art projects, daytime music, a series of writing workshops (wordfest@folkfest) and a rollicking Main Stage evening show. We hope you will join us this year for a relaxing, enjoyable weekend under the trees.

Criteria

Community groups must be not-for-profit organizations that serve the community. Although we do not allow groups to sell goods (t-shirts, jewellery, cards, calendars) we may make exceptions (ex. Fair Trade Coffee, Fair Trade Chocolate) as long as it is not in direct competition with any of our local artisans' work. We will review each application to determine what fits this criteria. You can however sell memberships and accept donations at your booth. Please respect the spirit of these rules. Community groups must have at least one person in attendance during the hours listed in the contract information. We are happy to welcome back our community groups and encourage you to submit up to date descriptions of your non-profit organization's current mandate for the program. There will also be an Audience Choice prize for the most engaging and informative booth. If your organization wishes to do a demonstration or short workshop on your organization's programming, please mention this in your application. If there is enough interest, we will provide an area and scheduling.

Fees and Services

The fees to participate range from \$40-\$75 per community group and includes the space you require. Please see the attached schedule for more specific information. Fees include 2 general admission passes, booth space as described in the fee schedule, promotion on our website and in our program book, rental of a table and two chairs, and the opportunity to purchase backstage meal passes. Un-serviced camping is available on site, food booths during festival hours, restaurants and grocery within ten minutes walking distance, as well as a number of hotels and motels in the area. If you wish to camp, please let us know with this application, as spaces are limited, and we can set them aside for you now.

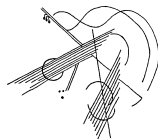
Applications are due by June 4th, 2011.

Please include:

- Completed application form
- Payment by cheque or money order for your booth fee and any extra passes.
- 2 signed copies of the contract

If you have any questions, please contact the festival at brandonfolkfestival@gmail.com

We look forward to receiving your application!



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Under the Canvas Application Form

Community Group _____
 Primary Contact Person _____
 Address _____ City/Province _____
 Postal Code _____ Phone _____ email _____
 Web Site _____ Other Contact number _____

30-50 words describing the work your organization does. This will be used in the festival program.

For Artisans and crafters		For Community Group Info Tables	
Single table	\$55.00	Single Table	\$40.00
Two Tables/Double Space	\$100.00	Two Tables/Double Space	\$75.00
Bring Your Own Market Tent (10X10)	\$100.00	Bring Your Own Market Tent (10X10)	\$75.00
Meal Passes adult	\$45.00	Meal Pass Under 12	\$20.00
Extra Gate passes	\$35 adult weekend, \$15 day; students & seniors \$20 weekend and \$10 day pass. Children 12 and under free.		
Total Cost	\$		

Yes, I am interested in doing a presentation or workshop related to my Organization.

If you wish to apply for an exception to sell any goods at your table please list them below. We will notify you if any qualify. Thank you once again for your understanding.

Item:	Description:

Applications must be submitted by June 4th, 2011. Cheques should be made to –The Brandon Folk, Music and Art Society and can be mailed to Under The Canvas c/o The Brandon Folk, Music and Art Festival, Box 22091, Brandon, MB, Canada, R7A 6Y9

contact brandonfolkfestival@gmail.com with any questions

Under The Canvas

Contract for Community Groups, July 21 – 24, 2011

This contract between The Brandon Folk, Music & Art Society Inc.(herein referred to as the Licensor) and _____ (herein referred to as the licensee) sets out the terms of participation for the Community Groups at the 2011 Brandon Folk, Music & Art Festival to be held on Friday July 22, Saturday July 23 and Sunday July 24th, 2011 inclusive at the Keystone Grounds during the hours set out in this agreement.

UNDER THE CANVAS

Community groups agree to sell only those goods deemed an exception by the Under the Canvas and Community Tent Co-ordinators. Community groups will be asked to remove any goods that do not comply with this policy. Community must ensure that at least one person is staffing their info booths during hours Under The Canvas is listed as open below.

Hours Times for set up, operation and removal of community tables are as follows:

Under The Canvas Schedule		Programming Schedule
Set-up	Friday, July 22nd – 2PM-5PM	
Market Open (optional)	Friday, July 22nd– 6PM-1AM Vendors required to be open until 9PM	Main stage only 7PM-1AM
Set-up	Saturday, July 23rd – 9AM-12 Midnight	
Market Open	Saturday, July 23rd – 12 Noon-1AM Vendors required to be open until 8PM	Daytime Stages 12 Noon - 5PM Main Stage only from 6PM – 1AM
	Sunday, July 24 th – 12 Noon-10:30PM Vendors required to be open until 6PM	Daytime stages 12 Noon- 5PM Main stage only from 6PM-10:30PM
Removal	No Later than 11PM on Sunday July 24 th	

LOAD-IN/OUT Load-in usually takes place from the Service gate of the festival site inside the Keystone Center Grounds. Please enquire at main gate for directions upon arrival Parking behind the Under the Canvas/community tent is limited, temporary and restricted to Set-up hours. Special arrangements may be able to be made if you make your request in advance on your application form. Longer term parking for community groups is available in the public parking lot outside the main gates. We are trying to keep vehicle traffic inside the gates to a minimum to ensure the safety of everyone, especially after dark. You have two choices during load-out hours, as there will be no vehicles allowed within the site while the festival is still open. You can move your car to the access gate and load out on foot and if you need help ask for a volunteer to assist you, or you can pack your display and wait until the festival has ended to bring your vehicle to the back of the Under The Canvas tent where you did your Load-In.

DESCRIPTION OF SPACE Licensor will provide a space under a large tent, big enough for a banquet table and two chairs. Licensor will provide one table and 2 chairs to the Licensee. Other arrangements (double booth space or bring your own market tent to set up outside the Under the Canvas/Community tent) may be able to be made if you make your request with your application. Space is limited.

FEES Licensee agrees to pay a non-refundable fee based on the schedule below, payable in full upon signature of contract. Deadline for application and fee is June 4th, 2011 Fee includes rental of one table, two chairs, a space as described in the schedule below, two general admission adult passes for 'Single Table' and 'Bring Your Own Market Tent'. Licensees receive four general admission passes for rental of two tables or double space. Extra general admission passes are available for the following prices: \$35 for the weekend, \$15 per day; students and seniors are \$20 for a weekend pass and \$10 for day passes. Children under 12 are free. Prices include GST.

FOOD PASSES Back stage food passes are available to Crafters, community groups and their helpers and children for a cost of \$45 for adults and \$20 for children. This includes dinner and late night snack on Friday evening and three meals on both Saturday and Sunday. Drinks are always available back stage and a schedule of food meal times and menu will be available on arrival. Our backstage meals are tasty, nutritious and use local and organic produce. Vegan and vegetarian dishes are always available. Every meal features organic salads, two world fusion cuisine entrées, 2 side dishes, desserts and other yummy treats. Please indicate on application form how many you wish to purchase.

For Artisans and crafters		For Community Group Info Tables	
Single table	\$55.00	Single Table	\$40.00
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Booth Care Licensee is responsible for maintaining their booth area in a clean and healthy state. Licensee will remove securely tied garbage bags from their booth and deposit in bins made available on site. We will have recycling bins available and encourage you to make use of these.

Storage Licensee is responsible for storage of all products at the conclusion of each day. There is security on site overnight but we can not be responsible for anything lost or stolen that is left in the booths overnight. Storage of equipment past noted removal/load-out time is not permitted and anything left onsite after said time will be removed at licensee's expense.

Signage Licensees are responsible for their own signage and must display signage-indicating prices for all items that are being sold.

Beverages No alcoholic beverages are allowed inside the festival site. There is a water truck with potable water on site for your use. Coffee will also be available to crafters during the festival.

Cancellation Licensee has the option of cancelling this contract provided notice of cancellation is received in writing by the Brandon Folk, Music and Art Festival prior to the opening day of the festival. All fees are non-refundable.

Subletting Subletting of the vendor space is not permitted. Sharing of booth space must be detailed on the application form. Each craftsperson must be listed on the form and products described.

Liability Licensee must not be in violation of any rules, regulations or by-laws of the Brandon Folk, Music and Art Society, Festival, or Federal, Provincial, Municipal laws. It is agreed that the licensee will indemnify and save Licensor harmless from any and all loss, expense or liability resulting from any claims or suits for libel, violation of applicable laws and any other claims or suits that might arise out of the licensee's products, property or operations. Licensee also agrees to indemnify and save licensor harmless from any and all loss or damage of Licensee booth or portion thereof or any property in connection therewith. We will remove your garbage at the end of the festival, but you are responsible for the removal of grey water.

Security The Brandon Folk, Music and Art Festival agrees to take precautions to minimize the risk to the safety of property and goods brought on-site. Though we have on-site overnight security to guard the stage equipment it is at your own risk if you choose to leave stock in the Under the Canvas tent overnight. The Brandon Folk Music and Art Society are not responsible for any lost or stolen goods or property.

Location The Brandon Folk Music and Art Festival reserves the right to determine the number of on-site vendors/Community Groups and their location.

I hereby certify that I have read and understand this contract and do hereby agree to abide by the terms and conditions therein.

IN WITNESS THEREOF, THE PARTIES INCLUDED HAVE PAID THEIR FEE, AND EXECUTED THIS AGREEMENT ON _____, 2011.

Licensee: _____

Address: _____

Phone: _____

E-Mail: _____

Signature for Licensee

Please Print Name

Signature for Licensor (BFMAS Inc.)

Please Print Name

BRANDON FOLK,, MUSIC & ART FESTIVAL
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E-Mail: _____

Signature for Licensee

Please Print Name

Signature for Licensor (BFMAS Inc.)

Please Print Name

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