

# “We are one World”



## PRESENTS

# Heritage Day Festival 2009

**Prince's Island Park  
Monday, August 3, 2009**

**Art & Crafts Kiosk  
Participant Package**

**Application Deadline: June 15, 2009**

**Deposit of 50% with application**

## **CALGARY FOLK ARTS COUNCIL**

The Calgary Folk Arts Council is the coordinating body for the Cross-cultural and heritage groups in Calgary. Established in 1975, the Council is active in promoting folk arts in song, music and dance on the municipal, provincial and national levels.

### **MISSION STATEMENT**

To promote the preservation, development and advancement of the cultural heritage of the people of Canada

To bring about an awareness, understanding and respect through artistic activities and folkloric arts

## **APPLICATION PROCEDURE**

- I. Application Deadline: June 15, 2009
- II. From each Applicant Package return a copy of the following pages to Calgary Folk Arts Council no later than June 15, 2009:
  1. Page 3: Fee Structure (if any additional items are required)
  2. Page 5: Calgary Folk Arts Council Agreement
  3. Page 6: Rental Agreement
  4. Page 7: Application of the Participant

### **Art & Craft Booth**

Include a cheque made payable to **The Calgary Folk Arts Council**

- Participation fee of \$150.
- Damage deposit of \$75.

**- NO DISTRIBUTION OF ADULT MATERIAL-**

**All vendors that will take part in the Heritage Day Festival, must attend a meeting that will be held at Prince's Island on Wednesday, July 15, 2009 at 7:00 pm**

**PLEASE RETURN COMPLETED APPLICATION TO CALGARY FOLK ARTS COUNCIL VIA EMAIL, MAIL OR PERSONAL DELIVERY**

# FEE STRUCTURE

## ART & CRAFT BOOTH

Participant Fee (deadline June 15, 2009) \$ 150.00

**\*Note: Each booth includes the following items:**

Table: 1 Eight Foot (8')

Chairs: 2

### **ADDITIONAL ITEMS:**

Tent:	10 x 10 gazebos	\$ 50.00	Quantity: _____
	10 x 10 city tents	\$ 100.00	Quantity: _____
	20 x 20 city tents	\$ 250.00	Quantity: _____
Table:	Eight Foot (8')	15.00	Quantity: _____
Chairs:	Black Folding	2.50	Quantity: _____

## SERVICES PROVIDED

**THE CALGARY FOLK ARTS COUNCIL GUARANTEES TO PROVIDE ALL SUCCESSFUL APPLICANTS WITH THE FOLLOWING:**

1. Physical space - a festival site
2. Advertising
3. Surveillance
4. Power & water services to the pavilion site
5. First-aid service station
6. CFAC Information booth
7. Guidelines manual
8. Lost children center
9. Lost & found center
10. \$2,000,000 public liability coverage. Effective at 12:01 a.m., Sunday prior to the festival and will end at 12:00 a.m. on Tuesday following the festival.

# **MANDATORY RULES AND REGULATIONS**

Booth Holders must abide by all the following rules and regulations of the Calgary Folk Arts Council. The Calgary Folk Arts Council has the authority to close down any booth, which does not abide by these rules and regulations. Future participation in the festival is depended upon the compliance with the rules and regulations. The CFAC Board of Directors' decision is final.

## **THESE RULES AND REGULATIONS ARE RIGIDLY ENFORCED**

1. Preparation and handling of all food products must comply with the Calgary Health Region, Environmental Health.
2. All participants must send food handlers to the Food Handling Workshop presented by the Calgary Health Region, Environmental Health. Failure to do so may lead to disqualification. **A food handlers' certificate is required.**
3. Water Hoses: All water hoses must be approved high-pressure non-toxic marine and trailer type hoses.
4. Propane appliances: All such appliances used at the festival must be examined and tagged by a certified gas fitter who states that they are safe.
5. Propane Tanks: Propane tanks must be supplied, and installed by the vendor 20 lb. tanks will not be allowed.
6. Ice: Ice used at the festival must be purchased by the vendor.
7. Tents: Tents set up by an agent of the CFAC may not be moved or in any way tampered with unless permission is obtained from the CFAC
8. First - Aid Kits: One approved first-aid kit is required to be prominently displayed in each booth.
9. Fire Extinguishers: 20 BC dry chemical extinguisher required.
10. No spikes or poles shall be driven into the ground without prior approval from the CFAC. and/or City Parks and Recreation
11. No lotteries, bazaars, or games of chance are allowed at the festival.
12. Fires/barbecues must be in approved containers and kept inaccessible to the public. Ashes must be placed in special containers supplied for this use.
13. Vehicle passes: All vehicles, including detachable trailers must have vehicle passes.
14. Each pavilion is responsible to clean up its area and pile garbage neatly. All charges for park damages assessed to the festival by the City of Calgary will be invoiced to the offending participant.
15. Hot water: A constant supply of hot water shall be accessible at the sink in the food prep area either by the way of a portable hot water heater or a 5 gallon insulated container c/w bottom top. The container will be supported in such manner that the tap shall drain directly into the sink.
16. Garbage: Cardboard boxes may be used as garbage containers provided they can be lifted by one person. Otherwise, they must be folded flat for easier disposal.
17. Waste Water: All booths must provide a sink with a container to catch all wastewater emptied from that sink. All collected wasted water is to be stored in the containers provided by CFAC
18. Flags: There shall be no flags flown or displayed inside or outside any booth, other than the flag of Canada, the province of Alberta and the City of Calgary. The sale of souvenir items shall be permitted only in the arts & craft, information & cultural booths.

**These rules and regulations must be posted in a prominent position in the booth of a successful applicant for the information of all their staff. As we, the Calgary Folk Arts Council, have to comply with the City of Calgary regulations for the festival. We must have your full cooperation and assurance that you will meet with the preceding regulations.**

For clarification, it should be noted that the rules and regulations are largely the regulations, that are imposed on the festival by the various regulatory bodies such as:

- The Calgary Health Region, Environmental Health
- The Department of Environment
- The City of Calgary: Ambulance Authority; Fire Department; Police Services; Parks & Recreation Department; Water & Sanitation Department
- The Gas Inspection Branch

The regulations are imposed to ensure the safety of the public and our volunteers. The Applicant shall save harmless the Calgary Folk Arts Council from any legal actions which may arise as a result of any closures or all or part of the festival.

# CALGARY FOLK ARTS COUNCIL AGREEMENT FORM

The Calgary Folk Arts Council (hereinafter to as "CFAC") and \_\_\_\_\_  
(Hereinafter referred to as the "Member") jointly and severally agree, as follows:

1. The Member shall provide the materials and services for  
Art & Craft Booth: \_\_\_\_\_

To CFAC for the Heritage Day Festival 2009 (hereinafter as "Heritage Day") on August 3, 2009.

2. The Member shall pay to CFAC, upon execution of this Agreement, for use, occupancy and attendance at Heritage Day the sum of \$150 plus \$75 damage deposit for Food and Beverage Kiosk.  
The damage deposit shall be refunded after inspection of the site after Heritage Day.
3. The Member shall cause its attendants to attend pre-event meetings and complete the necessary documentation as may be reasonably required (including any application forms required by the City of Calgary and the Calgary Health Region, Environmental Health ), in advance of Heritage Day. The member shall cause its attendants to comply with the rules and regulations of CFAC and any other specific rules and regulations associated with Heritage Day.
4. This Agreement shall be considered null and void if the Member and its attendants do not attend pre-event meetings, fail to appear at Heritage Day, fail to complete the necessary documentation requested by CFAC or fail to comply with the rules and regulations of CFAC and any other specific rules and regulations associated with Heritage Day, as determined by and in the sole discretion of CFAC.
5. Written notice shall be immediately given to either party of unforeseeable circumstance, which may prevent that party from fulfilling its obligations under this Agreement. Upon receipt of said notice, this Agreement shall be deemed to be null and void.
6. It is hereby acknowledged and agreed that CFAC shall not be held liable or responsible for any losses or damages sustained by the Member and/or its performers, any losses or damages sustained to the Member and/or its performer's equipment, materials or possessions, or for any injury or harm to the Member and/or its performers, occurring at, during or before Heritage Day or arising in relation to the performance of any obligations arising as a result of this Agreement.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at the City of Calgary, in the Province of Alberta.

\_\_\_\_\_  
Member's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
CFAC Representative's Signature

# **RENTAL AGREEMENT**

THE \_\_\_\_\_  
(Please fill in the name of your organization)

**ORGANIZATION HAS READ AND UNDERSTANDS THE RULES AND REGULATIONS OF THE CALGARY FOLK ARTS COUNCIL AND AGREES TO ABIDE BY THEM OR ACCEPT PENALTY FOR BREACH OF THEM.**

\_\_\_\_\_  
**PLEASE PRINT NAME OF BOOTH'S CHAIRPERSON**

\_\_\_\_\_  
**SIGNATURE OF BOOTH'S CHAIRPERSON**

\_\_\_\_\_  
**DATE**

**AS WE, THE CALGARY FOLK ARTS COUNCIL, HAVE TO COMPLY WITH THE CITY OF CALGARY REGULATIONS FOR THE FESTIVAL, WE MUST HAVE YOUR FULL COOPERATION AND ASSURANCE THAT YOU WILL MEET ALL REGULATIONS.**

## **APPLICATION OF THE PARTICIPANT**

For Heritage Day Festival held on Monday, August 3, 2009

BOOTH'S NAME: \_\_\_\_\_

ETHNIC COMMUNITY REPRESENTED: \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING THE FESTIVAL: \_\_\_\_\_

BOOTH'S CHAIRPERSON'S NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE: (BUS.) \_\_\_\_\_ (RES.) \_\_\_\_\_

\*PLEASE SELECT A CHAIRPERSON WHO RESIDES IN CALGARY AND WHO CAN BE REACHED DURING THE DAY\*

*ADDITIONAL CONTACT NAME:* \_\_\_\_\_

TELEPHONE: (BUS.) \_\_\_\_\_ (RES.) \_\_\_\_\_

**PLEASE NOTIFY US IMMEDIATELY AT 262-8499 OR CALFOLKS@TELUS.NET IF THERE ARE ANY CHANGES TO THIS FORM.**