



VICTORIA
SYMPHONY
SPLASH

PRESENTED
BY



HUNTINGDON
HOTEL & SUITES

SYMPHONY SPLASH VENDOR POLICY AND GUIDELINES

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PART 1: PAYMENT GUIDELINES

1.a) Vendor Fee Breakdown

Victoria Symphony Splash vendor participants are required to remit:

- Vendor fees prior to the event in the amount of \$500 for two days
 - Including charge for additional space, pending approval
- Donation of 20% of profits after the event

*A tax receipt will be provided for you after the event donation.



Vendor Fee Table

10x10 Space: \$500

10x10 with Extra Space: \$600*

*Extra Space Fee: \$100 per extra 10x10 space

PART 1: PAYMENT GUIDELINES



1.b) Contract and Payment Schedules

- Application forms must be submitted through the online form by **Monday, May 12th**. Late applications will not be considered.
- Selected vendors must submit their signed contract and license fees to the Victoria Symphony Society office by **Monday, July 1st**.
- Once the required forms have been submitted, vendors will be sent a copy of the signed vendor contract, which will serve as vendor authorization. Vendors must have a copy of the signed contract on **Saturday, August 2nd and Sunday, August 3rd** (event days).
- Upon the completion of the Symphony Splash, the 20% donations from total sales can be paid either by mail or in person at the Symphony office at 620 View Street, Suite 610, Victoria, BC V8W 1J6. Payment is due by **Monday, August 18th**.

PART 2: VENDOR CONTRACTS AND REQUIRED DOCUMENTS

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Approved vendors must submit the following to the Victoria Symphony Society by **Monday, July 1st**:

- **A signed and dated copy of the contract** which will be sent out to the selected vendors in advance of the mentioned due date.
- **Proof of approval from VIHA** for the operation of your mobile food cart on Splash Day (for those businesses that are not a permanent mobile food cart, you must submit a Special Event Application through VIHA).
- **Proof of insurance:** a Certificate of Insurance which adds the Victoria Symphony Society and the City of Victoria as Additional Insureds. Minimum \$2,000,000 General Liability.
 - The names and addresses should appear as follows:
 - Name: Victoria Symphony Society
 - Address: Suite 610, 620 View Street, Victoria BC V8W 1J6
 - Name: Corporation of the City of Victoria
 - Address: 1 Centennial Square, Victoria BC V8W 1P6

PART 3: GENERATOR POLICY

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Symphony Splash is a community celebration of music and we take the use of generators very seriously as they have can disturb the concertgoers' experience of the festival concerts. For many years they were not permitted, however, after a successful trial in 2019 Splash, we will continue to allow generators subject to the following restrictions:

- We only permit the use of **inverter generators**.
- At full load, the decibel output must not exceed 60dB.
- A Symphony Splash may visit your food truck prior to Splash to hear the generator before approving your application.
- If your generator is loud, **you could be asked to turn it off during the concert** ex/ between 7:20 pm – 8:20 pm and 8:40 pm – 9:45 pm.
- Those who fail to comply with these guidelines will not be permitted to participate in future Victoria Symphony Splash festivals.
- Plan to provide sound baffling such as plywood or foam panels to block generator sounds towards the performance. A member of Symphony staff will review this with vendors as needed.





PART 4: SETUP AND TEARDOWN TIMES

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Further details, including a map with directions to the load-in area, the designated locations for each vendor, and contact information for the festival days, will be provided to selected vendors along with their signed contracts.

- While we anticipate a selling start time of 3pm, the staggered nature of the street closures makes the timing difficult to accurately state. **You will be assigned a specific load-in time at a later date.**
- The Victoria Police Force begins closing streets downtown between 1:45 and 2:00 pm, starting at Wharf and Courtney Streets. Due to the many bus stops in what becomes the Vendor Area, that block on Government is the last street to close.
- Vendors will **cease sales by 9:30 pm.**
- **Vendors off the street by 10:15 pm** each day of the festival. Vendors are not to begin tearing down booths before the streets are opened.
- At this time vendors will **not be permitted to stay overnight** between festival days the night of August 2nd.

*all event times listed on this document are subject to change, and should be taken as estimates. We appreciate your understanding.

PART 5: CODE OF CONDUCT

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1. All vendors must take direction from their on-site contact during load-in and be patient and understanding of any delays that may arise.
2. Vendors must respect their designated spaces and set up and remain in their assigned spaces only.
3. You will not engage in solicitation through onsite activities (i.e. deploying runners through the crowd).
4. You will not distribute samples unless approved by the production team and the City of Victoria.
5. Vendors will not distribute pamphlets, handbills, circulars, flyers or other printed or written matter. Distribution is prohibited at the event or any time prior to the event. Displays of these materials must be kept to a minimum.
6. The solicitation of names/email addresses or any other personal information for membership or other lists is strictly prohibited.
7. Use food service ware that is reusable, recyclable or compostable (uncoated fibre). Please do not use compostable plastic. Further, you will work to compost food waste and recycle packaging to keep these items out of the landfill.
8. You will provide your garbage can with bags, recycling bin, and compost.
9. You will prominently display an 'Approved Splash Vendor' sign at your exhibit (signs to be provided by Victoria Symphony Society).
10. All vendors must provide their equipment, including water, electricity, and any other necessary resources, as the Victoria Symphony Society will not supply these items.



SYMPHONY SPLASH VENDOR POLICY AND GUIDELINES

Victoria Symphony, 620
View Street, Suite 610,
Victoria, BC V8W 1J6

All inquiries should be directed to
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