



Food Vendors

2024 Logistics + FAQs



Edmonton Craft Beer Festival
Edmonton Expo Center
March 8 & 9, 2024



Calgary International Beerfest
BMO Center - Stampede Park
May 3 & 4, 2024

Thank you for joining us for ABF's upcoming events - The Calgary International Beerfest & Edmonton Craft Beer Festival! Below are some important details about festival logistics and frequently asked questions. To ensure that you maximize the value of your participation, read this information carefully and share with your team!

Please understand that ABF must enforce all AGLC, AHS, Fire and Police rules and policies. ABF will continue to update this document to reflect policy and rule changes and share it with all participating vendors.

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1. Important Dates & Times

Edmonton Craft Beer Festival

- **Dates**
 - March 8 & 9, 2024
- **Location**
 - Edmonton Expo Center - Halls B + C
- **Set-Up**
 - Thursday, March 7 - 1PM to 7PM
 - Friday, March 8 - 10AM to 3:30PM (vehicles must be removed by 2:30)
- **Take-Down**
 - Saturday, March 9 - 10PM to Midnight
 - All items must be removed from the venue immediately following the festival!
- **Festival Hours**
 - **Session #1**
 - Friday - 5PM to 10PM
 - **Session #2**
 - Saturday - Noon to 4:30PM
 - **Session #3**
 - Saturday - 5:30 to 10PM

Calgary International Beerfest

- **Dates**
 - May 3 & 4
- **Location**
 - BMO Center, Stampede Park - Halls D,E,F
- **Set-Up**
 - Thursday, May 2 - 1PM to 7PM
 - Friday, May 3 - 10AM to 3:30PM
- **Take-Down**
 - Saturday, May 4 - 10PM to Midnight
 - All items must be removed from the venue immediately following the festival!
- **Festival Hours**
 - **Session #1**
 - Friday - 5PM to 10PM
 - **Session #2**
 - Saturday - 12PM to 4:30PM
 - **Session #3**
 - Saturday - 5:30 to 10PM



2. What Does My Booth Space Include?

- Each food vendor will be provided with the following:
 - 20x10 Space (8' pipe & drape black background)
 - 2 x 8' table with covering and skirting
 - 1 x 1500v Power Outlet
 - 1 x Handwash Station
 - 1 x Garbage Can
 - 1 x Parking Pass
 - 5 x Exhibitor Passes / Session (Passes emailed approximately **1 week** prior to each festival)
 - 10 x Promo Passes for Session #2 (Passes emailed approximately **1 month** prior to each festival)
- Items that can be ordered through the venue:
 - Banner Hanging (from the ceiling)
 - Additional tables, chairs
 - Fridges + Alto Shams
- ABF will provide venue order forms for all additional products in updates leading up to the festival

3. How Do Sample Tokens Work For Food?

- Both festivals are strictly sampling events.
- All samples must be exchanged for sample tokens and no cash sales are permitted.
- ***There is no minimum or maximum number of sample tokens for food samples.***
- All sample tokens are \$1.00 each.
- ABF will collect the sample tokens from vendors at the end of each session.
- You will receive \$0.50 per sample token collected.
- A breakdown sheet of sample tokens collected per session and rebate cheques will be mailed to each sampling vendor no later than two weeks following the completion of both festivals.



4. How Do Vendors Order Alcohol?

- **Ordering Through Sobeys Liquor**
 - Sobeys Liquor is the sponsor of both festivals and will be accepting orders from all vendors that are serving alcohol.
 - Order forms will be attached to all updates 1.5 months in advance of each festival.
 - Follow the ordering instructions carefully and follow up with Sobeys Liquor directly if you have any questions related to ordering your product through Sobeys Liquor for the festival(s).
- **Order Through Your Tasting Room**
 - If you have the appropriate AGLC license you are permitted to order and deliver the product to the festivals directly.
 - You must provide ABF with the invoice and receipt of payment for ALL products that you are sampling at the festivals before you are permitted to begin sampling your product.
 - AGLC will have inspectors at all festivals to ensure that the product being served has been purchased for the purpose of sampling at the festival.

5. What Volume of Food Do Vendors Serve?

- **Below are the estimated number of samples poured per session according to the 2022 festivals:**
 - ***Average Number of Samples Per Session*** = 500 (Based on assumption that all samples were 3 sample tokens each)
 - Note - this is an average! Some vendors will serve more and others will serve less.



6.AHS - Policies + Reminders

- All food vendors must complete AHS forms and email them directly to Mark with ABF at m.kondrat@albertabeerfestivals.com.
- All food vendors must have hand sanitizer at their booth.
- You must transport all food to the venue safely - keeping food at appropriate temperatures.
- All food must be stored safely with temperature remaining consistent during the festival.
- No food can be cooked on-site.
- Reheating pre-cooked food **is allowed**.
- You must have a fire extinguisher at your booth.
- ***Please review all AHS policies prior to the festival to ensure that your team is following their guidelines.***

7.AGLC - Policies + Reminders

- No minors allowed in the venue - this includes working at booths in any capacity!
- No consuming alcohol behind your booth for any reason.
- ***Serving alcohol at your booth?*** All vendors serving alcohol must have ***Proserve*** - and you must have proof.
- All samples must be exchanged for sample tokens and no cash sales are permitted.
- Alcohol - Maximum Sample Sizes
 - Beer, Cider, RTDs - 4 ounces
 - Spirits - ½ ounce
 - ***Alcohol - Minimum of 2 tokens per sample***
- It is your responsibility to read and understand all AGLC Rules & Regulations prior to the event.



8. Fire Department - Policies + Reminders

- All canopies must be approved for indoor use
 - ALL canopies must have a tag (***attached to the canopy***) clearly indicating that it is approved for indoor use and has a “**SC-109**” rating
 - Be sure to have this confirmed prior to bringing your canopies to the festivals!
- All Display Vehicles
 - Must have less than ¼ of gas in the tank - no exceptions!
 - Gas gauge must be functional
- All food vendors must have a fire extinguisher at their booth!

9. Frequently Asked Questions

- Is there ice available at the festival?
 - There will also be ice available to order at the festivals (\$10 per large bag).
- I need to rent or purchase a draught unit - how do I do this?
 - Contact Craig Sorrette with Everclear Draught Services
 - everclear@shaw.ca
- Are we allowed to sell merchandise at the festival?
 - These are sampling festivals and selling product is not permitted.
- I have more questions - who should I contact?
 - Please email m.kondrat@albertabeerfestivals.com with any questions or comments!