

ABF

Beverage & Food Vendors

2024 Logistics + FAQs



Banff Craft Beer Festival

November 21-23, 2024

Thank you for joining us for ABF's upcoming event - Banff 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.

ABF

TABLE OF CONTENTS

1. Important Dates & Times	3
2. What's Included in The Registration Fee?	4
3. How Does Sampling Redemption Work?	4
4. Exhibitor Load & Strike Schedule	4
5. Exhibitor Staff Arriving/Departing the Festival	5
6. AHS & Fire Department – Policies & Reminders	5
7. AGLC - Policies & Reminders	6
8. Additional FAQ's	6





1. Important Dates & Times

Banff Craft Beer Festival

- **Dates**
 - November 21 - 23, 2024
- **Location**
 - [Cave & Basin](#)
- **Festival Times**
 - *Thursday*
 - 5:00PM: Doors Open & Sampling Begins
 - 9:00PM: No Entry
 - 9:15PM: Sample Token Sales End
 - 9:30PM: Last Call for Alcohol
 - 10:00PM: Event/Consumption Ends
 - *Friday*
 - 5:00PM: Doors Open & Sampling Begins
 - 9:00PM: No Entry
 - 9:15PM: Sample Token Sales End
 - 9:30PM: Last Call for Alcohol
 - 10:00PM: Event/Consumption Ends
 - *Saturday Afternoon*
 - 12:00PM: Doors Open & Sampling Begins
 - 3:00PM: No Entry
 - 3:15PM: Sample Token Sales End
 - 3:30PM: Last Call for Alcohol
 - 4:00PM: Afternoon Session Ends
 - *Saturday Evening*
 - 5:00PM: Doors Open & Sampling Begins
 - 8:00PM: No Entry
 - 8:15PM: Sample Token Sales End
 - 8:30PM: Last Call for Alcohol
 - 9:00PM: Event/Consumption Ends



2. What's Included in The Registration Fee?

- *Beverage Vendors*
 - 8' x 8' booth space with pipe & black draping.
 - 1 x 8' table with white table coverings & black skirting.
 - 4 x Exhibitor Passes per day – **these will be emailed 1 week prior to the festival.**
- *Food Vendors*
 - 16' x 8' booth space with pipe & black draping.
 - 2 x 8' table with white table coverings & black skirting.
 - 4 x Exhibitor Passes per day – **these will be emailed 1 week prior to the festival.**
 - AHS-Approved Hand Wash Station

3. How Does Sampling Redemption Work?

- Sample tokens are sold to guests for \$1 each.
- Vendors will receive \$0.50 for each token collected.
- *Alcohol Samples* - minimum of 2 sample tokens - **as mandated by the AGLC.**
- *Food Samples* - Food vendors may charge any amount for food samples.

4. Exhibitor Load & Strike Schedule

The service road to the Cave & Basin is located behind the Information Building (there is a gate that you will have to buzz to get through) that will take you up to the Exhibitor Entrance so you can unload. No vehicles allowed on the Service Road during the event.

- *Wednesday, November 20, 2024*
 - 1:00PM - 5:00PM Set-up
- *Thursday, November 21, 2024*
 - 9:00AM - 3:00PM Set-up
 - 4:00PM - 5:00PM Exhibitor Check-in
- *Friday, November 22, 2024*
 - 4:00PM - 5:00PM Exhibitor Check-in
- *Saturday, November 23, 2024*
 - 11:00AM - 12:00PM Exhibitor Check-in
 - 4:00PM - 5:00PM Exhibitor Check-in
 - 9:00PM - 11:00PM Tear Down



5. Exhibitor Staff Arriving/Departing the Festival

- All Staff Must wear an Exhibitor wristband to get into the event
- Exhibitor Entrance is located at the back of the building on the north side. Security will be there to scan and/or check wristbands
- For late arriving staff meet them at the Exhibitor Entrance to give them their passes, or email them in advance
- For Move-Out, to avoid a wait driving up to the venue after close on Saturday night, please obtain a Move Out Pass from Bill Robinson
- For Safety Reasons, please do not block the block the shuttle buses with your vehicle on after close on Saturday night
- Please do NOT drink & drive...take our shuttles instead, they are open to Exhibitors

6. AHS & Fire Department – Policies & Reminders

- *Be sure to read and understand all information forwarded to you by Alberta Health Services (AHS) and FIRE regarding festival participation.*
- All vendors must have hand sanitizer at their booth!
- 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!
 - [See Tag Example Here](#)
- *Food Vendors*
 - Must complete AHS forms a minimum of 4 weeks before the festival
 - Must always have a fire extinguisher at your booth
- *Beverage Vendors*
 - If you are serving any garnishes, you must complete AHS forms for approval
- Need an AHS form?
 - Please email Mark Kondrat directly at m.kondrat@albertabeerfestivals.com



7. AGLC - Policies & Reminders

- *Be sure to read and understand all information forwarded to you by AGLC regarding festival participation.*
- No minors allowed in the venue - this includes working at booths in any capacity!
- No consuming alcohol behind your booth for any reason.
- Products **cannot** be “pre-mixed” - all cocktail samples must be prepared on-site.
- All vendors serving alcohol must have **Pro-Serve - and you must have proof**
- All samples must be exchanged for sample tokens - **no cash sales are permitted**
- Maximum Sample Sizes:
 - Beer, Cider, RTDs - 4 ounces
 - Spirits - ½ ounce
- Sample tokens are \$1.00 each
- Minimum of 2 tokens per sample

8. Additional FAQ's

- I need my product chilled - how do we do this?
 - There **will** be a reefer truck on site for the Banff Festival this year
 - There will also be HUGE bags of ice available to order (\$10 per large bag)
- Need to rent or purchase a draught unit?
 - Contact Craig with Everclear Draught Services at least two weeks prior to the event at **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 Mark Kondrat directly at m.kondrat@albertabeerfestivals.com with any questions or comments!