



Rock Hill MusicFest Vendor Information Sheet

General Vendor Information

Vendor's help set the atmosphere of a festival, providing concertgoers with a selection of souvenirs, merchandise and food. All vendors are required to be present and open for the entire day, from gate opening time to closing time.

Vendor Booth space is limited to a single story, 10' X 10' square area, including all wires, stakes, poles etc. As vendors are placed in a line, each vendor is only given ten feet of space that is open to the crowd. Vendors are allowed an additional prep area directly behind their booth, which is not to exceed 10' X 10'. However, the size of individual prep areas varies by event and by booth location due to the physical layout of the festival grounds. *Also, no vehicles are allowed in the prep area.*

Should you desire a space larger than 10' X 10', please contact the organizer at (866)753-2382 or email: rockhillmusicfest@hotmail.com. Provide a brief description of the size and type of space you are looking for. Be sure to put: *vendor* in the subject line.

All vendors are responsible for constructing, furnishing, lighting, maintaining and removing your own booth materials, leftovers and trash. You must have:

- An attractive, professional, maintained appearance.
- A professional looking sign - absolutely no neon or flashing lights!
- A booth with three sides and a protective wind and rain resistant roof.
- Quality merchandise.
- Courteous, friendly, music loving personnel.

The appearance and ambiance of your booth is critical to the overall atmosphere of the festival and the audience's perception of the event as a whole. We highly encourage imaginative booth designs, flags, banners, etc. and expect cleanliness and a safe, well-maintained area for all of our patrons.

At each of the events the vendors and concessions line is laid out on gravel. We do water the area in front of the booths in an attempt to keep any dust to a minimum. Also, due to the ever-changing weather conditions in Indiana, we recommend that concessionaires **be prepared for any and all types of weather.**

Vendor (Merchant) Booth Fees

Booth fee of \$100 will include:

- Use of a 10' X 10' space (*unless otherwise authorized*) with an additional prep area as described above. 30 amp electric is available on a first reserved basis, *\$15 extra for electric.*
- Two *Non-transferable vendor passes which must be worn at ALL TIMES.* These passes are **ONLY** for use by people working your booth.
- One vehicle pass for admittance onto the festival grounds. Each booth is allowed to bring in one vehicle to assist in setting up your booth. Once you are set up, you will need to park your car in the concessions parking area or the general field parking for the duration of the event.

Concession Space Fees

Concession fee of \$150 will include

- Use of an approx. 10. X 25. space (unless otherwise authorized) with an additional prep area
- as described above. Use of 30amp and/or 50amp electric; and water hookups are available.
- Additional charges will apply if more space or hookups is needed outside of the norm. No
- setup charge will be applied.
- Two *Non-transferable vendor passes which must be worn at ALL TIMES*. These passes are ONLY for use by people working your booth.
- One vehicle pass for admittance onto the festival grounds. Each booth is allowed to bring in
- one vehicle to assist in setting up your booth. Once you are set up, you will need to park your
- car in the concessions parking area or the general field parking for the duration of the event.
- All food concessions must comply with Indiana Health Codes and state laws. Please check out
- www.in.gov/isdh/regsvcs/foodprot/ for specific food manager certification and concession trailer
- requirements.

Booth/Concession Selection

1. We are interested in incorporating actual Artisans and crafts people (i.e. products that are created by the concessionaire in the booth vs. items that are imported) into the lineup, in order to add to the overall creative ambiance of our event. In the selection process we take the following into account, in roughly the order stated:
2. Handmade and/or self designed products.
3. Uniqueness, creativity and quality of products.
4. Previous relationship with Bill Monroe Music Park or Rock Hill MusicFest, including; sales success, event cleanup, as well as staff and other concessionaire relations.
5. Community and county residency.
6. Willingness to comply with sponsorship, recycling, and other production plans.
7. Applications to have booths at other Bean Blossom events.
8. Complicated or unusual physical needs, including set up, size, electrical, etc.

Booth/Concession Placement

Booth assignment is *included* with the acceptance information and is made at the discretion of the organizers of Rock Hill MusicFest based on the following:

1. Previous history with the Bill Monroe Music Park & Campground and Rock Hill MusicFest.
2. Special set up, size, or electrical requirements.
3. Marketability of product as decided by the organizer.

Deposit

A 50% non-refundable deposit must accompany the Vendor Application. This deposit shows good faith that you will attend as a vendor and will adhere to all guidelines set forth. *However, if you are not chosen as a vendor, all fees will be returned to you.* If you are chosen as a vendor and then you cancel, the deposit is non refundable.

Insurance

All vendors must have insurance before they will be admitted to the festival grounds. You will need to have an active liability insurance policy for a minimum of \$1,000,000, and provide a certificate of coverage. Please staple a copy *to each event application* that you are submitting. If your policy will be renewing between the application deadline and the event, it is your responsibility to make sure that we have a copy of the current certificate at least two weeks prior to the beginning of the event.

Taxes

Sales taxes must be paid on all items sold at the Festival. Vendors are responsible for paying all appropriate sales tax with respect to the sale of goods and/or services in accordance with local and state laws. You must report your gross sales to Rock Hill MusicFest organizers at the end of the day. ***The Bill Monroe Music Park & Campground and Rock Hill MusicFest will not pay ANY taxes on your behalf and are not responsible for any tax liability for items you sell.***

Additional Festival Passes

Additional *vendor only* passes may be purchased for those employees working in your space at the festival. These passes cannot be shared, interchanged or exchanged amongst employees. Employee passes are not meant for friends and family members wanting to attend the festival for personal enjoyment. *Please contact us on (866)753-2382 or email: rockhillmusicfest@hotmail.com for employee festival pass rates.*

Application Procedure

To apply, please complete and return the following, postmarked on or before the application deadline of **May 1st 2008**

- **Signed Application from last page** including detailed *PRODUCT DESCRIPTIONS* (not just product names) and *PRICES* of each and every item that you intend to sell. To prevent duplication, all items you plan to sell must be listed on your application, and items will be approved or denied in the acceptance letters.
- **Vendor Guidelines** initialed at bottom of every page.
- **Pictures** of vendor or concession setup as it will be at the event.
- **Booth Fees, Deposits** and any fees for additional tickets. All checks should be made payable to: *Rock Hill Farms LLC*.
- **A certificate of insurance**. Please enclose one copy per application submitted.

Acceptance

On the date of acceptance notification as set forth above, the organizer will call or e-mail those vendors who have been accepted. Deposits need to be received *no later than 10 business days* from the day of acceptance in order to guarantee your space- *No Exceptions*. Deposits can be made in cash, check (with ID) and money order. Your cancelled check will be your receipt. Additional details and other important information will be sent upon acceptance.

Feel free to call (866)753-2382 or email: rockhillmusicfest@hotmail.com with any questions and we will get back to you as soon as possible. Any comments you can provide regarding any area of the show will be greatly appreciated!

2008 Vendor Guidelines

Rock Hill MusicFest - June 28, 2008

1. Set Up. All vendors are *required to be setup for the entirety* of the show on June 28, 2008. Vendor set-up is on Saturday June 28th from 6am to 9am.

All vendors must check-in at the main gate prior to setting up for space assignments. Be prepared to show all documentation (Driver's license, food certification, insurance, etc.) **You will not be able to set-up if fees are not paid in full.**

All vendors must supply their own tents, tables, electrical cords, water hoses, adapters, lights, etc. Once checked in, you will be escorted to your assigned space. **No one will be allowed to set-up prior or after the designated setup times without prior approval. All vendors MUST be escorted and shown to assigned space. Any vendor who chooses to set-up "on their own" without checking in will be asked to "take down" and move.**

2. Space Assignment. You will be assigned a space based on receipt of completed applications and deposits, vending needs, and years of service to the event and music park. No location is guaranteed, however, we will do our best to provide you with a convenient and suitable space for the sale of your products and/or services. **The organizer reserves the right to change space assignments if deemed necessary and will only do so in extenuating circumstances.**

3. Certification and Safety. You are solely responsible for complying with all safety and health code requirements issued by Brown County and the State of Indiana. You must have a fire extinguisher at your location if you are dealing with any electronic, cooking or grilling equipment. If you are a food concession you must display your *Indiana Food Manager Certification* and permit. If you are an out-of-state vendor, please contact the Brown Co. Health Dept 812-988-2255 or check out www.in.gov/isdh/regsvcs/foodprot/ for Indiana food concession/trailer requirements.

4. Water and Electrical Hook-ups. 30amp or 50amp electrical hookups and water spigots are provided for all food concessions. The organizer will designate which hook-ups you will be assigned to based on your requirements stated in your Application. Should a problem arise, an electrician will be onsite ready to assist you. You are responsible for supplying all power cords, adapters and hoses which may be required to connect to suitable power and water. Please remember to provide lighting for the evening portion of the Festival. **Under no circumstances will you be allowed to make ANY adjustments to our electrical services or boxes.**

5. Conduct. You are responsible at all times for the behavior and conduct of your employees. As vendors, you are not only representing your business, BUT Rock Hill MusicFest AND the historical Bill Monroe Music Park & Campground. We expect you and your employees to behave professionally and courteous to all patrons at all times. We also expect you to behave professionally when *off the clock*. Our image is very important to us. This is a family festival and a family park. Rock Hill MusicFest is proud to be associated with the Bill Monroe Music Park, and we respect the image and history of the park. **We reserve the right to excuse anyone from the premises.**

6. Clean-Up. You are responsible for cleaning up any trash, cigarette butts or debris around your vending/concession area from the time that you arrive- *no exceptions*. We take pride in the facility and appreciate the natural environment. Designated trash crews will pick up contained trash throughout the day. Dumpsters are located throughout the park. All food concessions will contain their own grease and **WILL NOT DISPOSE** on the ground.

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7. Restricted Products. Rock Hill MusicFest grants exclusive vending rights and opportunities to participating sponsors. *The organizer will advise you of any restricted usage of products or services prior to the event.* As a family campground and family event, we reserve the right to prohibit the sales of

merchandise containing foul language or nudity. You should refrain from selling any products which would not be suitable around children or which would otherwise not fit the format of this type of function. **Vendors may not sell any items with Bill Monroe, Bean Blossom, Bill Monroe Bean Blossom Bluegrass Festival, Bean Blossom Bluegrass, etc. without express written consent. Vendors will not sell any items with the Rock Hill MusicFest logo without written consent.** Any vendor not complying with these guidelines and restrictions will be asked to leave the facility without any refund of fees or deposits, and will not be invited back.

8. Compliance and Price Cutting. During the application process, you were asked to submit a complete menu or list of items to be sold along with corresponding prices. Every vendor is expected to adhere to those menus and lists and NOT deviate from them. No additions will be tolerated nor will any price changes. The Rock Hill MusicFest provides a level playing field for all vendors and limits the quantity of vendors at the event. Competition is inevitable and should be respected. ***There are no exceptions to this rule. Any vendors not in compliance will be asked to leave.***

9. Indemnification and Insurance. You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of your vending operations at the Bill Monroe Music Park & Campground and the Rock Hill MusicFest. The Bill Monroe Music Park & Campground and any of its owners or employees, Rock Hill MusicFest, Rock Hill Farms LLC or any of its owners or employees shall have no responsibility for any accident or injury caused by your activities. You must maintain your own liability insurance and have proof of insurance available during the Festival for inspection purposes. By participating in the Rock Hill MusicFest, you are agreeing to indemnify and hold harmless the Bill Monroe Music Park & Campground and any of its owners or employees, Rock Hill MusicFest, Rock Hill Farms LLC or any of its owners or employees from any damages, lawsuits, or claims arising out of any injuries or accidents occasioned by your activities. ***You must provide a copy of your insurance binder prior to your arrival and set-up at the festival. There are no exceptions to this rule.***

10. Security. The Rock Hill MusicFest will provide security beginning at 7am through 11:59pm, Saturday June 28th. Local enforcement will also be on patrol through the facility and festival throughout the day. While such security is provided, the Bill Monroe Music Park & Campground and any of its owners or employees, Rock Hill MusicFest, Rock Hill Farms LLC or any of its owners or employees shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release the Bill Monroe Music Park & Campground and any of its owners or employees, Rock Hill MusicFest, Rock Hill Farms LLC or any of its owners or employees, from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.

11. General Public Entrance Times. Parking opens at 9am. General admission gates open at 10:30am and music begins at 11am. The festival/concert area will be open to the general public from approximately 10:30am – 11pm during the event (*time schedules will be provided upon check-in*).

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12. Vendor Access During Event. All vendors MUST carry their vendor festival identification at all times – no exceptions. Vehicle traffic will be limited through the concession/vending area from 9am-11pm daily due to heavy foot traffic. You will *not be allowed* to operate a car or truck to and from your vending location during these times. This means you must restock your supplies in advance. All event vendors and employees arriving to work after 9am will be asked to park their vehicles in the Main field up front and walk to their space via foot. Only one vehicle per vendor will be allowed to park near or at their space, but room is limited and you may be required to move your vehicle to another parking area. Assistance can be provided if needed. All scheduled vendor deliveries (*UPS, FedEx, food, beverage, propane, gas, etc.*) must be cleared by the *organizer* prior to the beginning of each day. ***The Bill Monroe Music Park & Campground and Rock Hill MusicFest will not assume responsibility for any items, packages or products delivered. Should an emergency arise, please contact the organizer so that your concerns may be resolved.***

13. State Laws. In accordance with the statutes and laws of the State of Indiana, you are responsible for procuring all permits and documentation needed to participate as a vendor at the Rock Hill MusicFest. Vendors are also responsible for paying all appropriate sales tax with respect to the sale of goods and/or services in accordance with local and state laws. ***The Bill Monroe Music Park & Campground and Rock Hill MusicFest will not pay ANY taxes on your behalf and will not be liable for any of your owed tax.***

14. General Provisions. All vending fees must be paid in full upon set-up and are nonrefundable- *no exceptions*. Your payment fulfillment of these fees constitutes your right to participate as a vendor at the Rock Hill MusicFest, *as long as*; all other guide lines are adhered to.

15. Additional Vendor Passes. Based on the information provided in your application, you will be issued your vendor I.D. passes upon check-in. Please insure that all employees wear the pass at all times during the Festival. Space permitting, you may be able to park one vehicle. Additional vendor/employee passes *will need to be purchased prior* to gaining entrance to the festival. Passes or wristbands CANNOT be exchanged between employees. Please contact the organizer if you have any questions.

16. Pets. As vendors, your attention needs to be on the patrons who are purchasing your goods and services. Pets ARE NOT ALLOWED in or around the vendor/concession spaces or concert area.

PLEASE READ, INITIAL ALL THREE PAGES AND SUBMIT WITH YOUR APPLICATION. Mail to:

Attn: Vendor/Concession Coordinator
Rock Hill MusicFest
PO Box 310
Ellettsville, IN 47429

Or Fax to: (866) 753-2382

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Rock Hill MusicFest

PO Box 310, Ellettsville, IN 47429

Phone or Fax (866)753-2382 or email: rockhillmusicfest@hotmail.com .

2008 Vendor Application & Contract

Vendor Name _____

Name of Business _____

Address _____

City _____ State _____ Zip _____

Phone: Hm _____ Wk _____ Cell _____

Email _____ Website _____

Vendor or concession? _____ Size of Space Needed _____

Please give a brief description of your display: _____

All vendor applicants need to submit a picture setup, menu/product list, and price list in order to be considered as a vendor. Upon approval a 50% non-refundable deposit (check, money order, cash only) will need to be received within 10 days of acceptance notification made payable to: Rock Hill Farms LLC.

of Employees: _____ Additional Passes to be purchased: _____

Vendor Fees: \$ _____

Applicant's Signature and Date

Addtl Passes: \$ _____

Applicant's Name printed

Total Vendor Fees \$ _____

Vendor Coordinator for Rock Hill MusicFest

50% Deposit* \$ _____

Balance Due \$ _____

Approval Date

Vendor Assignment: Site # _____ Space Size: _____ Location: _____

***. All vendor fees and deposits are non-refundable.**