

2016 Vendor Guidelines

6th Annual John Hartford Memorial Festival June 2-4, 50th Annual Bill Monroe's Bean Blossom Bluegrass Festival June 11-18, 7th Annual Bean Blossom Southern Gospel Jubilee July 7-9, 42nd Annual Hall of Fame & Uncle Pen Days Festival September 21-24, 2015

- 1. Set Up.** All vendors are required to be set up for the entirety of each event listed above. Vendor set-up is one day prior to each event. All vendors are to check-in with the Event Coordinator, prior to setting up for space assignments. Be prepared to show all documentation (Driver's license, food certification, insurance, etc.) You will NOT be allowed 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. ANY CONCESSION OR VENDOR THAT TEARDS DOWN PRIOR TO SUNDAY OF THE EVENT YOU'RE CONTRACTED FOR WILL BE FINED \$500 NO EXCEPTIONS. ***No one will be allowed to set-up prior or after the designated set-up times. All vendors MUST be escorted and shown to their 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 the receipt of completed applications, deposits and vending needs. 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 Event Coordinator reserves the right to change space assignments if deemed necessary.***
- 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, *during the entire event. A Temporary Event Food License Application must be submitted no later than 10 days prior to each event, to the Brown County Health Department.* Please contact the Brown County Health Department at 812.988.2255. Please visit www.in.gov/isdh/regsvce/foodport for the 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 Event Coordinator 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. Under no circumstance 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 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 campground and we take pride in the history that we have been part of for so long. ***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, to the time of your departure. **No Exceptions.** We take pride in our facility and appreciate the natural environment. Designated trash crews will pick up contained trash throughout the day. Dumpsters are located throughout the park. Please do not use the vendor row trash cans for your use, please bag all of your trash and take it to one of the dumpsters. All food concession will contain their own grease and **WILL NOT DISPOSE** on the ground.

- 7. Restricted Products.** The Bill Monroe Music Park & Campground grants exclusive vending rights and opportunities to participating sponsors. The Event Coordinator 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 sale 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. ***Vendor may not sale any items with Bill Monroe Bean Blossom Bluegrass, Bill Monroe, Bean Blossom, Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days, Uncle Pen, Bean Blossom Bluegrass, etc. without express written consent. Any vendor not in compliance 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 list and NOT deviate from them. No additions or price changes will be tolerated without prior approval from the Event Coordinator. ***All vendor/concessionaires are to be open for the entirety of the music playing hours, regardless of rain or shine.*** Bill Monroe Music Park and Campground with each of our events provides a level playing field for all vendors and limits the quantity of vendor at the event. Competition is inevitable and should be respected. ***There are no exception to this rule. Any vendor 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. The Bill Monroe Music Park & Campground, Bean Blossom Bluegrass Inc., Dwight Dillman or any of its 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 participation in the above named festival, you are agreeing to indemnify and hold harmless the Bill Monroe Music Park & Campground, Dwight Dillman and employees from any damages, lawsuits or claims arising out of any injuries or accident 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.** Bill Monroe Music Park & Campground will provide security during each of our events. Local enforcement will also be on patrol though the facility and festival throughout the event. While such security is provided, you shall be solely responsible for the protection and safeguarding of valuable and release the Bill Monroe Music Park & Campground, Bean Blossom Bluegrass Inc., Dwight Dillman and its 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.** Gates open at 7am daily during all above listed festivals; however, concerts times vary daily for each event. The festival/concert are will be open to the general public from approximately 7am-11pm daily during the event (time schedules will be provided upon check-in). Many attendees camp at the Bill Monroe Music Park & Campground and will want to purchase from vendors durin the event.
- 12. Vendor Access During Events.** All vendors MUST wear the festival identification at all times – no exceptions. Vehicle traffic will be imitated through the concession/vending area from 10am-10pm 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 10am will be asked to park their vehicles in the general parking area and walk to their space. Vendor parking will be in the designated vendor parking area. Assistance can be provided if needed. All scheduled vendor deliveries (UPS, FedEx, food, beverage, propane, gas, etc.) must be cleared by the Event Coordinator prior to the beginning of each day. ***The Bill Monroe Music Park & Campgrounds, will not assume responsibility for any items, packages or product delivered.***

- 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 Bill Monroe Music Park & Campground. Vendors are also responsible for paying all appropriate sales tax with respect to the sale of good and/or services in accordance with local and state laws. ***The Bill Monroe Music Park & Campground, Bean Blossom bluegrass Inc., and/or any festival listed above will not pay ANY taxes on your behalf.***
- 14. General Provisions.** ***All vendor fees must be paid in full within 30 days prior to each festival, and are non-refundable. No exceptions.*** Your payment fulfillment of these fees constitutes your right to participate as a vendor at the event selected for, as long as all other guidelines are adhered to.
- 15. Additional Vendor Passes.** Based on the information provided in your application you will be issued your vendor wristbands/ID upon check-in. Please insure that all employees wear a wristband at all times during the festival. Space permitting, you may be able to park on vehicle and even camp behind your vendor space. Additional vendor/employee wristbands will need to be purchased prior to gaining entrance to the festival. Wristbands **CANNOT** be exchanged between employees. Please contact the Event Coordinator if you have any questions.
- 16. Pets.** Pets ARE NOT ALLOWED in or around your vendor/concession space. If you have an assigned reserved campsite, you may keep your pets contained there. Pets need to be on a leash at all times. No exceptions.

APPLICATION DEADLINES:

6TH Annual John Harford Memorial Festival	April 1, 2016
50th Annual Bill Monroe's Bean Blossom Bluegrass Festival	May 1, 2016
7th Annual Bean Blossom Southern Gospel Jubilee	June 1, 2016
42nd Annual Bill Monroe Hall of Fame & Uncle Pen Days Festival	July 1, 2016

PLEASE HAVE COMPLETED APPLICATION, GUIDELINES, MENU WITH PRICES, AND DEPOSITS SUBMITTED TO THE ADDRESS BELOW, BY THE LISTED DEADLINES. ANY APPLICATION SUBMITTED INCOMPLETE WILL NOT BE CONSIDERED FOR PARTICIPATION. ONCE APPROVED, YOU WILL BE CONTACTED BY THE EVENT COORDINATOR.

I, _____ have read and understand the event guidelines set forth.

Date _____

**LISA KELP
EVENT COORDINATOR
4239 STATE ROAD 46 WEST
NASHVILLE, INDIANA 47448**