



# Bill Monroe Music Park 2021 Merchandise Vendor Guidelines

## 2021 EVENTS:

JUNE 3-5 | JOHN HARTFORD MEMORIAL FESTIVAL | 3 DAYS

JULY 30 & 31 | INAUGURAL HIPPIY HILL DEAD FEST | 2 DAYS

SEPTEMBER 17-25 | BEAN BLOSSOM BLUEGRASS & UNCLE PEN DAYS FESTIVAL | 9 DAYS

### 1. Set Up

- A. All vendors are required to be set up for the entirety of each event listed above.
- B. Set Up Times: 1 day prior to the opening day for each event | 8 am – 5 pm. Tear down day after event or after the event had ended.
- C. All vendors are to check-in with the Event Coordinator prior to setting up for space assignments.
- D. All fees are to be paid with application. If you have not paid in advance, you are not allowed to set up.
- E. All vendors must supply their own tents, tables, electrical cords, lights, etc.
- F. Once checked in, you will be escorted to your assigned space.
- G. Any vendor who tears down and leaves early will not be asked back.
- H. ***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

- A. You will be assigned a space based on the receipt of completed applications and vending needs.
- B. 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.
- C. ***The Event Coordinator reserves the right to change space assignments if deemed necessary.***

### 3. Certification and Safety

- A. You are solely responsible for complying with all safety and health code requirements issued by Brown County and the State of Indiana including the park's Festival Health Procedures & Guidelines.

### 4. Electrical Hook-Ups

- A. 30-amp electrical hookups are available.
- B. You are responsible for supplying all power cords, and adapters may be required to connect to suitable power.

### 5. Conduct

- A. You are always responsible for the behavior and conduct of your employees.
- B. As vendors, you are not only representing your business, you are also representing the Historical Bill Monroe Music Park & Campground. We require you and your employees to behave professionally and courteous to all patrons and staff.
- C. 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 for unbecoming behavior at any time.***

## 6. Clean-Up

- A. You are responsible for providing your own trash cans and cleaning up all trash, cigarette butts or debris around your vendor 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.
- B. Designated trash crews will pick up contained trash throughout the day. Dumpsters are located throughout the park.
- C. Please bag all your trash and take it to one of the dumpsters.

## 7. Restricted Products

- A. The Bill Monroe Music Park & Campground grants exclusive vending rights and opportunities to participating sponsors.
- B. The Vendor Coordinator will advise you of any restricted usage of products or services prior to the event.
- C. 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.
- D. ***Vendor may not sell any items associated with naming and event titles including but not limited to: 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

- A. During the application process, you submitted a complete list of items to be sold with corresponding prices. Every vendor is expected to adhere to those lists and NOT deviate from them.
- B. No additions or price changes will be permitted without prior approval from the Vendor Coordinator.
- C. **All vendors are required to be open for the entirety of the event hours posted and/or music schedules, regardless of rain or shine.**
- D. Bill Monroe Music Park and Campground provides a level playing field for all vendors and limits the quantity of vendors at the event.
- E. We will make every attempt to present a diversified array of products from our vendors. In some cases, duplicate items may be selected and accepted. Please be respectful of other vendors and concessionaires. If you are not a friendly neighbor, you will be asked to leave.

## 9. Indemnification and Insurance

- A. 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.
- B. The Bill Monroe Music Park & Campground, Bean Blossom Bluegrass Inc. or any of its employees shall have no responsibility for any accident or injury caused by your activities.
- C. By participation in the above-named event(s), you are agreeing to indemnify and hold harmless the Bill Monroe Music Park & Campground, Dwight Dillman, employees, and volunteers from any damages, lawsuits or claims arising out of any injuries or accident occasioned by your activities.

## 10. Security

- A. Bill Monroe Music Park & Campground will provide security during each of our events.
- B. While such security is provided, you shall be solely responsible for the protection and safeguarding of valuable and release Bill Monroe Music Park & Campground, Bean Blossom Bluegrass Inc., and its employees, volunteers, and sponsors from any losses or damage to your property.

### **11. General Public Entrance Times**

- A. Gates open daily at 7 am daily during all designated events; however, posted times and schedules vary daily for each event.
- B. Our general hours for the public to enter the park during events is 7 am – 11 pm. Many attendees are camping at Bill Monroe Music Park & Campground and will want to purchase from vendors during the event.
- C. Schedules of activities will be provided to you upon check-in for each event

### **12. Vendor Access During Events**

- A. All vendors MUST always wear the festival identification – no exceptions.
- B. No vehicle traffic will be allowed into the vending area from 10 am-11 pm daily due to heavy foot traffic.
- C. You will not be allowed to operate a car or truck to and from your vending location during these times.
- D. Restocking of items must be done before 10 am or after 11 pm.
- E. All event vendors and employees will be asked to park their vehicles in the general parking area and walk to their space.
- F. Vendor parking will be in the designated vendor parking area. Assistance to shuttle employees to their location can be provided if needed.
- G. All scheduled vendor deliveries must be cleared by the Event Coordinator prior to the beginning of each day and scheduled for early morning or late night.
- H. Bill Monroe Music Park & Campground and Bean Blossom Bluegrass, Inc. will not assume responsibility or liability for any items, packages or product delivered.

### **13. State Laws**

- A. 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.
- B. 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.
- C. Bill Monroe Music Park & Campground and Bean Blossom Bluegrass, Inc. is not responsible for or will file and pay all taxes on your behalf.

### **14. General Provisions**

- A.** All vendor fees and required paperwork must be submitted at least 30 days prior to each festival/event and all fees paid in full. Fees are non-refundable. No exceptions. Festivals are held rain or shine.
- B. Your payment of fees and all completed paperwork constitutes your right to participate as a vendor at the designated event(s), based on all other guidelines are adhered to.

### **15. Additional Vendor Passes**

- A. Based on the information provided in your application you will be issued your vendor wristbands/ID upon check-in. Only 2 (two) festival passes will be issued per rental space - 10' x 10'.
- B. It is required that all employees always wear a wristband during the festival and a vendor pass. It will be your responsibility to make sure that everyone who is working for you wears the required id.
- C. You will not be allowed to park your vehicle next to your booth, please make plans to drop off additional merchandise you may need prior to the gates opening each day.
- D. 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**

A. Pets **ARE NOT ALLOWED** in or around your vendor space. If you have an assigned reserved campsite, you may keep your pets contained inside your camper. Pets always need to be on a leash and not tethered outside. **No exceptions.**

**APPLICATION DEADLINES:**

**John Hartford Memorial Festival**

**May 7, 2021**

**Hippy Hill Dead Fest**

**July 2, 2021**

**Bean Blossom Bluegrass & Uncle Pen Festival**

**August 20, 2021**

**The following items must be completed and submitted by mail to be considered for each event:**

- 1. Merchandise Vendor Application**
- 2. Signed vendor guidelines**
- 3. Full list of items with prices**
- 4. Booth Fee for each festival/event applied for**

**If any of the above items are missing and not received, you will not be considered for participation. Once approved, you will be contacted by the vendor coordinator.**

**I have read and understand the event guidelines set forth and agree to abide by them throughout each of the events I will be attending.**

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

**Date:** \_\_\_\_\_