

## 2008 Vendor Guidelines

### Bluegrass Hall of Fame & Uncle Pen Days Festival

September 24-27, 2008

**1. Set Up.** All vendors are *required to be setup for the entirety* of the Bluegrass Hall of Fame & Uncle Pen Days Festival September 24-27, 2008. Vendor set-up is on Monday, September 22 from 1-7pm and Tuesday, September 23, 2008 from 7am-7pm. All vendors are to check-in at the Registration Tent across from the Ticket Booth 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. **ANY CONCESSION OR VENDOR THAT TEARS DOWN PRIOR TO SUNDAY MORNING SEPTEMBER 28, 2008 WILL BE FINED \$500.00- NO EXCEPTIONS.** *No one will be allowed to set-up prior or after the designated set-up times without prior approval. Additional camping fees will need to be paid if arriving prior to scheduled 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 receipt of completed applications and deposits, vending needs, and years of service to the event. 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 vendor/concession coordinator 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. As a convenience to you, the Brown Co. Health Dept. will issue permits on site for a small fee. 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/](http://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 vendor/concession 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. 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 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 campground and we take pride in the history that we have been a 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- *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. All food concessions will contain their own grease and **WILL NOT DISPOSE** on the ground.

\_\_\_\_ *Initial Here*

**7. Restricted Products.** The Bill Monroe Music Park & Campground and Bill Monroe Bean Blossom Bluegrass Festival grant exclusive vending rights and opportunities to participating sponsors. *The vendor/concession 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 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 Bluegrass Hall of Fame & Uncle Pen Days Festival, 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 lists and NOT deviate from them. No additions or price changes will be tolerated without prior approval from the concession coordinator. The Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival 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 Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival. The Bill Monroe Music Park & Campground, Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival, 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 participating in the Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival, you are agreeing to indemnify and hold harmless the Bill Monroe Music Park & Campground, Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival, Dwight Dillman, and 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 Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival will provide security beginning at 7am Tuesday, September 23 through 3am Sunday, September 28, 2008. Local enforcement will also be on patrol through the facility and festival throughout the 4-day event. While such security is provided, the Bill Monroe Music Park & Campground, Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival, Dwight Dillman, and its 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, Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival, 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 the Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival, *however*, concerts do not begin until approximately 10am daily. The festival/concert area 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 during the 4-day event.

\_\_\_\_\_ *Initial Here*

**12. Vendor Access During Event.** All vendors MUST carry the festival identification *at all times – no exceptions*. Vehicle traffic will be limited 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 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. Assistance can be provided if needed. All scheduled vendor deliveries (*UPS, FedEx, food, beverage, propane, gas, etc.*) must be cleared by the *vendor/concession coordinator* prior to the beginning of each day. ***The Bill Monroe Music Park & Campground and Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival will not assume responsibility for any items, packages or products delivered. Should an emergency arise, please contact the vendor/concession coordinator 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 Bill Monroe Bean Blossom Bluegrass Festival. 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 Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival will not pay ANY taxes on your behalf.***

**14. General Provisions.** All vending fees must be paid in full prior to set-up and are nonrefundable- *no exceptions*. Your payment fulfillment of these fees constitutes your right to participate as a vendor at the Bill Monroe Bluegrass Hall of Fame & Uncle Pen Days Festival, *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 I.D. wristbands 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 one 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 vendor/concession coordinator 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. 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*.

**PLEASE READ AND INITIAL ALL THREE PAGES. ALL COMPLETED APPLICATIONS AND GUIDELINES MUST BE SUBMITTED TO THE ADDRESS BELOW NO LATER THAN AUGUST 1, 2008. CONCESSION SPOTS ARE LIMITED AND FILL UP QUICKLY. ONCE APPROVED, YOU WILL BE CONTACTED BY THE CONCESSION COORDINATOR FOR SITE ASSIGNMENT.**

ATTN: CONCESSION COORDINATOR

**BILL MONROE MUSIC PARK & CAMPGROUND**

**5163 SR 135 N, MORGANTOWN, IN 46160**

\_\_\_ *Initial Here*