2017 PODUNK BLUEGRASS FESTIVAL

IMPORTANT PODUNK INFORMATION AND REQUIREMENTS

To ensure a *SAFE* and *SUCCESSFUL* PODUNK, please abide by these important guidelines. The PODUNK Committee looks forward to you joining them and *Thank you* in advance for your help in understanding and cooperation.

DATE OF EVENT
Wednesday, August 9, Thursday August 10, Friday, August 11 and Saturday 12 and Sunday August 13, 2017.

LOCATIONS AND TIME
Hebron Lions Fairgrounds 347 Gilead Street, Hebron, CT
Thursday, 5:00 – 10:45 PM, Friday, 10:00 AM -10:40 PM, Saturday 10:00 AM -10:45 PM and Sunday 10:00 AM to 2:00 PM. Times may vary depending on vendor items.
Vendors must be in operation at all times or will be asked to leave the grounds.

General Public Admission Cost: See website for daily fees at ww.podunkbluegrass.com. Children 15 and under are free.

SET UP TIME
Set up time is as follows: Set-up may take place on Tuesday or Wednesday, (inspection may take place provided enough vendors have signed-up). ALL VENDORS MUST BE SET-UP BY 3:00 PM ON THURSDAY, AUGUST 10th. Your booth must be set-up from Thursday through Sunday. Failure to be set-up by this time or stay until the end of the festival means you will not be allowed to vend and/or all deposits will be forfeited, unless advance arrangements are made with the festival.

NOTE: Once you have secured your vendor space, there will be no vehicle traffic. Plan accordingly for supplies; once you are in place, you are in until the end of the festival per order of the police department and festival management! Please abide by this request or further invitations to vend will not be extended.

VENDOR SPACE
Space is available in **TWELVE' wide x TWELVE' deep** plots. Tables, chairs and/or booths will **NOT** be provided - YOU MUST PROVIDE YOUR OWN. It is imperative that you abide by the state, city, and town safety codes. **IMPORTANT:** Keep in mind whether you vend from the side or back of your vehicle and the length of your trailer hitch. You have TEN feet of frontage, if it exceeds 12 feet, you will need to purchase **TWO spots**. You will not be able to exceed 12' from front to back.

VENDOR FEE
Crafters: 80% of products sold must be made by vendor. The non-refundable rental fee is $150.00 per space.

Merchandise Vendors: The non-refundable rental fee is $175.00 per space.

Commercial Vendors/Demonstrators: The non-refundable rental fee is $300.00 per space.

Indoor Spot Non-Food Vendors: Limited spots in the Carpenters Barn $500.00 per 10' x 10' space.

Food Vendors: The Festival uses "Funny Money: or "Del'lars". We will pay you 80% in cash or check the following day, once your "bucks" have been counted. UNDER NO CIRCUMSTANCES ARE FOOD VENDORS TO ACCEPT CASH. SPOTTER WILL BE CHECKING ALL FOOD VENDORS THROUGHOUT THE FESTIVAL. ANY VENDOR CAUGHT ACCEPTING CASH WILL BE ASKED TO TURN IN ALL PODUNK BUCKS AND LEAVE THE FESTIVAL IMMEDIATELY.

There is an additional fee of $60.00 for vendors wishing to use electricity. The fee for electricity should be included with the appropriate rental fee.

All vendors must submit the full rental fee, a separate check for refundable clean-up fee, an insurance certificate and a completed application to reserve space(s). Please make checks payable to: Podunk Bluegrass Festival.

ALL VENDORS: ALL vendors must comply fully with cleanup requirements - no disposal of debris in any storm drains, place trash in trash receptacles, and leave area as found, after the festival.

PERMITS

Food Vendors Remember: Full compliance with all guidelines and requirements of the Chatham Health District is mandatory during this event. Your health permit will be purchased by the festival.

Tenting: All tents over 10'x10' must be Fire retardant and have a permit from the Hebron Building Department.

Generators: Use of generators must be limited. Quiet type generators are allowed and must be fenced off and away from spectators.

TAX NUMBER

All vendors must have a Connecticut State Tax Number. Apply to: Department of Revenue Services, 92 Farmington Avenue, Hartford, CT 06105, (860)566-7418.

INSPECTION

ALL VENDOR SET UPS WILL BE INSPECTED BY THE TOWN. Inspection time will be no later than one hour before the gate opens. **ALL PERMITS WILL BE NEEDED AT THE TIME OF INSPECTION – Health, Building and Tax.** If a vendor fails to pass ANY of these permits on the day of the event, you will be prohibited from doing business that day.

PODUNK will review and reserves the right to not allow the exhibit or sale of any items they consider to be detrimental to the image of PODUNK. The sale of merchandise and food in the same space is prohibited. Please remove such items when asked; failure to comply with Podunk Management will forfeit any invitations to attend in future years and immediate expulsion of the day of PODUNK.

SECURITY

Although there will be security throughout the Festival sites, The Hebron Lions, Town of Hebron and Podunk Bluegrass Music Festival, Inc. assumes NO responsibility for security of your area, equipment, goods, or any revenues before, during, or after this event.

WEATHER

PODUNK will take place RAIN or SHINE.

SAMPLING

Based on sponsor needs, limited product sampling may occur at each site. We will inform you of which products will be sampled in your confirmation packet.

UNALLOWABLE SALES ITEMS

Items for sale which involve the firing or jettison of water, chemicals, projectiles of any type and other such commodities deemed objectionable by the Podunk Committee or Police Department will not be allowed in any of the designated Podunk sites. The Committee reserves the right to remove such vendor(s) from the premises.

The sale of Tee Shirts will not be allowed.

The sale of “silly string”, toy guns, sparklers and/or “poppers” is prohibited.

ITEMS

Items listed on your application upon approval will be the only items allowed for sale at the festival. Please be as specific and descript as possible when listing items. We try to eliminate having vendors selling similar products or foods.

CERTIFICATE OF INSURANCE

MUST BE RECEIVED WITH THIS APPLICATION/CONTRACT or 35 days prior to the festival. The insurance must name the following as additionally insured: “The Podunk Bluegrass Music Festival, Inc. and Hebron Lions”. You must also forward photos of your booth/set-up. Minimum of $1,000,000 (One Million).