

# NON-FOOD VENDOR APPLICATION/CONTRACT

## PODUNK BLUEGRASS FESTIVAL

Date \_\_\_\_\_

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Other Phone: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_ Website: \_\_\_\_\_

Vending Vehicle: \_\_\_\_\_ ( Truck, Van, Cart, Table, Tent, Etc.)

Vending and/or storage vehicle(s):

MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ COLOR \_\_\_\_\_

LICENSE PLATE (STATE/NUMBER) \_\_\_\_\_ / \_\_\_\_\_

**Continue listing on back of this sheet if necessary. We must have information on ALL vehicles /trailers used in order to issue your parking passes. Vehicles without parking passes will not be allowed access.**

Number of spaces requested per site - EACH SPACE HAS A 10' FRONTAGE. If you need more than 10 feet, you will need to purchase **TWO plots**. Depth of sites vary but you will generally not be able to exceed 12' from front to back. All tents over 10'x10' must be Fire retardant and must pass inspection from the Hebron Town Officials.

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 and Tax.** If a vendor fails to bring 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.

A. Craft Vendors - 80% of products sold must be made by vendor

Number of space(s): \_\_\_\_\_ x \$100.00 = \_\_\_\_\_ (non-refundable)

B. Merchandise Vendors – products commercially made

Number of space(s): \_\_\_\_\_ x \$150.00 = \_\_\_\_\_ (non-refundable)

C. Commercial Vendor/Demonstrator – product services, sweepstakes, consulting

Number of space(s): \_\_\_\_\_ x \$300.00 = \_\_\_\_\_ (non-refundable)

D. Indoor Spot – Limited spots in the Carpenters Barn 10' x 10' space

Number of space(s): \_\_\_\_\_ x \$450.00 = \_\_\_\_\_ (non-refundable)

Electricity - \$50.00 \_\_\_\_\_

TOTAL AMOUNT ENCLOSED: \$ \_\_\_\_\_

Please make checks payable to: **PODUNK BLUEGRASS FESTIVAL**

SITES ARE AVAILABLE ON A FIRST COME FIRST SERVE BASIS. Set-up may take place as early as Tuesday, however no sales may be made until after all inspections and approval is met. If you wish to set up next to another vendor you must arrive together.

List items for sale. (Be specific. Do not use, etc., accessories, or such vague terms).

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CONNECTICUT SALES 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.

\_\_\_ I would like to set-up on Tuesday and will arrive at \_\_\_\_\_

\_\_\_ I would like to set-up on Wednesday and will arrive at \_\_\_\_\_

\_\_\_ I would like to set-up on Thursday and will arrive at \_\_\_\_\_ and must be set up by 1 pm.

### **Podunk Shall:**

- ✓ Provide 10 feet Midway frontage for concession per site reserved.
- ✓ Provide up to 2 Podunk admission and rough camping passes.
- ✓ Merchandise vendors may elect to purchase electricity at \$50.00 for lighting only and are required to provide up to 100 ft of minimum 12 gauge electrical cord and will be subject to CT licensed electrical inspection. Power supply is for LIGHTING ONLY unless otherwise stated. Private use of electrical appliances of any kind is prohibited.

Your vendor fee allows up to three daily workers into the festival. If you require additional workers to be there an additional fee of \$10.00 per person is required per day. A list of all additional workers and the day(s) they will be working must be submitted before the festival. Their name will be on the vendor list at the B Gate.

### **Vendor shall:**

- ✓ Provide professional vending limited to the sale of item listed and exclude items as noted in attachment 2.
- ✓ Operate said concession **ALL SHOW HOURS** and at least 30 minutes after the music on the main stage finishes and no less than between the hours 5 PM Thursday and 1:30 pm Sunday.
- ✓ Agree to vehicle terms addendum attached
- ✓ Provide current certificates of insurance naming PODUNK BLUEGRASS MUSIC FESTIVAL, HEBRON LIONS AGRICULTURAL SOCIETY and the Town of Hebron as Certificate holder and additional insured NO LATER THAN, August 3rd
- ✓ Display valid evidence of CT Sales Tax Compliance
- ✓ Submit immediately, two copies of this signed contract. together with the non-refundable site fee in the amount of the total on page one.
- ✓ Provide their own trash bags, maintain their vending space free from trash and debris, comply with recycling policies, and return vending space to natural condition.
- ✓ Be requested to donate an item for the Podunk Bluegrass Raffle but are not required to do so.
- ✓ Camp and park in designated areas
- ✓ Clean up vending area - **ZERO TOLERANCE TRASH POLICY.**

### **Trash and Recycling Regulations**

- ✓ Use designated dumpsters for trash
- ✓ Place bottles and cans in containers marked recycle
- ✓ Place all other materials in container marked trash
- ✓ Flatten all boxes prior to discarding
- ✓ Provide trash bags for personal use
- ✓ Return vending location to arrival condition.
- ✓ Submit refundable cleaning deposit

**Set UpTime**

Non-Food Vendors Thursday, by 3:00 PM. Your booth will 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.

**STAFF MEMBERS**

First Name	Last Name	Day Working	Camping
_____	_____	T W TH F SA SU	Y / N
_____	_____	T W TH F SA SU	Y / N
_____	_____	T W TH F SA SU	Y / N
_____	_____	T W TH F SA SU	Y / N
_____	_____	T W TH F SA SU	Y / N
_____	_____	T W TH F SA SU	Y / N
_____	_____	T W TH F SA SU	Y / N
_____	_____	T W TH F SA SU	Y / N
_____	_____	T W TH F SA SU	Y / N

**SECURITY**

Although there will be security throughout the Festival sites, The Lions Club, Town of Hebron and Podunk 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 on 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 "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 specific and as 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 5 days prior to the festival.** The insurance must name the following as additionally insured: "The Podunk Bluegrass Music Festival, Inc., Hebron Lions Agricultural Society and Town of Hebron". You must also forward photos of your booth/setup. Minimum of \$1,000,000 (One Million).

Other terms to be observed by and between the parties: The Vendor shall indemnify and hold harmless Podunk Bluegrass Music Festival, The Town of Hebron, Hebron Lions and all its officers, partners, shareholders, employees,

artists and volunteers from any liability or claims, which may be made against them as result of any wrongful, negligent or other action or inaction by the Vendor.

With the exception of payments as stated in paragraph II, all revenues and profits from the operation of concession at Podunk shall be retained by the Vendor. The Vendor shall be an independent contractor and shall have no authority actual or apparent, to bind Podunk in any respect contractually or otherwise.

This agreement shall be binding upon the parties, their successors, assigns and personal representatives. Time is of the essence on all undertakings. This agreement shall be enforced under the laws of the State of Connecticut.

**TO RESERVE YOUR AREA**, this COMPLETED application/contract form, your check for the full vending fee, separate checks for each site clean-up fee, must be received at the address below. Your certificate of insurance **MUST** be mailed and postmarked by July 8. Application will be taken on first come first served basis. **If fees, certificate of insurance and/or pertinent information are missing, your application will not be accepted.**

**Please mail application/contracts to:  
PODUNK BLUEGRASS FESTIVAL  
106 Moosehorn Rd., Northfield, Ct. 06778**

Vendor states that the above information is true and will make no claims against PODUNK, Hebron Lion's Club, or any individual, organization associated with PODUNK. By my signature below, I understand and agree to the terms and regulations of this application/contract and its attached information and requirements page and agree to keep my vending area clean during the festival, remove my trash after the festival, and to refrain from dumping any waste into any drainage system. I understand that I must stay until the end of the event of approved time by the Festival Committee. This application is not a guarantee of acceptance. You will be notified of acceptance or rejection by our Vendor Coordinator.

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

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

**Please Print Your Name** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Podunk Vendor Coordinator**

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

<b>OFFICE USE ONLY: Number of Spaces</b> _____	
<b>Vendor Fee Received (including electricity fee):</b>	
<b>Date</b> _____	<b>Amount \$</b> _____ <b>Check #</b> _____
<b>Returning Yes</b> ____	<b>New</b> ____