

PODUNK BLUEGRASS FESTIVAL VENDORS IMPORTANT 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

Thursday, August 5, Friday, August 6, Saturday 7 and Sunday, August 8, 2010.

LOCATIONS AND TIME

Martin Park, 307 Burnside Ave. East Hartford, CT 06108 Thursday, 5:00 – 10:45 PM, Friday, 10:00 AM -10:40 PM, Saturday, 9:00 AM -10:45 PM and Sunday 10:00 AM until event ends approximately 4:30 PM. **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 www.podunkbluegrass.net. Children 12 and under are free with an adult.

SET UP TIME

Set up time is as follows: Set-up may take place on Tuesday and Wednesday, 1 to 6 PM (inspection may take place provided enough vendors have signed-up). ALL VENDORS MUST BE SET-UP BY 3:00 PM ON THURSDAY, AUGUST 5TH. 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 plots**. You will not be able to exceed 12' from front to back.

VENDORS FEE

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

VENDORS FEE CONTINUED

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

Commercial Vendors/Demonstrators: The non-refundable rental fee is \$250.00 per space.

Food Vendors: The Festival uses "Funny Money" or "Podunk Bucks". We will pay you 80% in cash or check the following day, once your "bucks" have been counted.

There is an additional fee of \$50.00 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: There is a refundable clean-up fee of \$50.00 per space. The vendor's \$50.00 cleanup fee check will be refunded, provided that ALL vendors have complied 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. Failure to show will forfeit this deposit.

PERMITS

Food Vendors Remember: Full compliance with all guidelines and requirements of the Town of East Hartford Health Department is mandatory during this event. Call with questions at: (860) 291-7324. There is a \$50 vendor permit fee as of 3/13/10; you must obtain a health permit and a tax identification number. Town of East Hartford hours are M-F, 8:30-4:30 p.m.

Tenting: All tents over 10'x10' must be Fire retardant and have a permit from the East Hartford 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 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.

SECURITY

Although there will be security throughout the Festival site, The Town of East Hartford 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. 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 on the grounds. 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.

SODA AND DRINK SALES

The Podunk Bluegrass Festival has sole rights for the sale of all beverages of coffee, soda and water. Due to a commitment from Green Mountain Coffee and Coca Cola as sponsors, all cold beverages and coffee will be sold by the festival or its designee. Product may be purchased from Podunk and sold at your booth.

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 Town of East Hartford". You must also forward photos of your booth/set-up. Minimum of \$1,000,000 (One Million).

2010 PODUNK VENDING APPLICATION/CONTRACTOR
THURSDAY, AUGUST 5 THROUGH SUNDAY AUGUST 8, 2010

1. Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____

E-Mail: _____

2. Vending Vehicle : _____ (Truck, Van, Cart, Table, 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.

E. HARTFORD HEALTH LICENSE#: _____

(You must attach a photo copy of each, to this Application/Contract.)

3. Number of spaces requested per site - EACH SPACE HAS A 12" FRONTAGE.

A. Craft Vendors

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

B. Merchandise Vendors

Number of space(s): _____ x \$175.00 = _____ (non-refundable)

C. Commercial Vendor/Demonstrator

Number of space(s): _____ x \$250.00 = _____ (non-refundable)

D. (Food Vendors)

Number of space(s): _____

ALL VENDORS MUST SUBMIT AN ADDITIONAL CHECK OR MONEY ORDER FOR A \$50 CLEAN UP FEE FOR EACH VENDING SPACE.

Electricity Needed: _____ Volts _____ Amps \$50.00 _____

TOTAL AMOUNT ENCLOSED: \$ _____

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

NOTE: SITES ARE AVAILABLE ON A FIRST COME FIRST SERVE BASIS.
Set-up may take place on Tuesday, however no sales may be made until after all inspections and approval is met.

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

5. CONNECTICUT SALES TAX NUMBER: _____

I would like to set-up on Tuesday, July 28th between 1PM to 6 PM _____

I would like to set-up on Wednesday, July 29th between 1PM to 6PM _____

A \$1,000,000 CERTIFICATE OF INSURANCE MUST BE RECEIVED WITH THIS APPLICATION/ CONTRACT or A MINIMUM OF 35 DAYS PRIOR TO THE FESTIVAL. Please list the Town of East Hartford and Podunk Bluegrass Music Festival as additionally insured. You must also forward photos of your booth/set-up.

Vendor states that the above information is true and will make no claims against PODUNK, Town of East Hartford, and 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.

Signature Date

TO RESERVE YOUR AREA, this COMPLETED application/contract form, your check for the full vending fee, separate checks for each site clean-up fee, and your certificate of insurance **MUST** be mailed and postmarked by June 25, 2009. 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
50 Chapman Place East Hartford, CT 06108

OFFICE USE ONLY: Number of Spaces _____

Vendor Fee Received: Date _____ **Amount \$** _____ **Check #** _____

Electricity Fee Received: Date _____ **Amount \$** _____ **Check #** _____

Clean-Up Fee Received: Date _____ **Amount \$** _____ **Check #** _____