

# Bill Monroe Music Park | 2020 Vendor Guidelines

## 2020 EVENTS:

MAY 27-30 | 10TH ANNUAL JOHN HARTFORD MEMORIAL FESTIVAL | 4 DAYS  
JUNE 13-20 | 54TH ANNUAL BILL MONROE BEAN BLOSSOM BLUEGRASS FESTIVAL | 8 DAYS  
JULY 9-11 | 11TH ANNUAL BEAN BLOSSOM SOUTHERN GOSPEL JUBILEE | 3 DAYS  
JULY 31 & AUGUST 1 | HIPPIY HILL DEAD FEST | 2 DAYS  
SEPTEMBER 23-26 | 45TH ANNUAL BILL MONROE HALL OF FAME & UNCLE PEN DAYS FESTIVAL | 4 DAYS

### 1. Set Up

- A. All vendors are required to be set up for the entirety of each event listed above.
- B. Vendor set-up is one day prior to the opening day for each event.
- C. All vendors are to check-in with the Event Coordinator prior to setting up for space assignments. Be prepared to show all documentation (Driver's license, food certification, insurance, etc.)
- D. You will **NOT** be allowed set-up if fees are not paid in full.
- E. All vendors must supply their own tents, tables, electrical cords, water hoses, adapters, lights, etc.
- F. Once checked in, you will be escorted to your assigned space.
- G. ANY CONCESSION OR VENDOR THAT TEARDS DOWN PRIOR TO SUNDAY (or last day of the event) OF THE EVENT YOU'RE CONTRACTED FOR WILL BE FINED \$500 - NO EXCEPTIONS.
- 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, deposits 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 and/or services.
- 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.
- B. **You must have a C-rated fire extinguisher at your location if you are dealing with any electronic, cooking or grilling equipment, during the entire event. All LP-gas and CO2 cylinders must be located outside of your structure, with a safety valves pointing away from the structure, in proper working order.**
- C. A Temporary Event Food License Application must be submitted no later than 10 days prior to each event, to the Brown County Health Department. Please contact the Brown County Health Department at 812.988.2255. Please visit [www.in.gov/isdh/regsvce/foodport](http://www.in.gov/isdh/regsvce/foodport) for the Indiana food concession/trailer requirements.

### 4. Water and Electrical Hook-Ups

- A. 30-amp OR 50-amp electrical hookups and water spigots are provided for all food concessions.
- B. The Vendor Coordinator will designate which hook-ups you will be assigned to base on your requirements stated in your Application. **Should a problem arise, and electrician will be onsite ready to assist you.**
- C. You are responsible for supplying all power cords, adapters and hoses which may be required to connect to suitable power and water. **Under no circumstance will you be allowed to make ANY adjustments to our electrical services or boxes.**

## 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 always expect 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 vending/concession 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 do not use the vendor row trash cans for your use, please bag all your trash and take it to one of the dumpsters. All food concession will contain their own grease and **WILL NOT DISPOSE** on the ground.

## 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 menu or list of items to be sold with corresponding prices. Every vendor is expected to adhere to those menus and list and NOT deviate from them.
- B. No additions or price changes will be tolerated without prior approval from the Vendor Coordinator.
- C. **All vendor/concessionaires 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 menu and 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, your 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. **R&B Festivals, Inc., 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. You must maintain your own liability insurance and submit an insurance rider upon your acceptance listing the above entities **AS ADDITIONALLY INSURED**. You will not be allowed to set up or sell without a valid insurance rider submitted in advance.
- D. By participation in the above-named event(s), you are agreeing to indemnify and hold harmless the Bill Monroe Music Park & Campground, Dwight Dillman and employees 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. Local enforcement will be patrolling throughout the facility and event. While such security is provided, you shall be solely responsible for the protection and safeguarding of valuable **and release R&B Festivals, Inc., the Bill Monroe Music Park & Campground, Bean Blossom Bluegrass Inc., and its employees, from any losses or damage to your property.**
- C. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.

## 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 through the concession/vending area from 10 am-10 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 10:30 pm.
- E. All event vendors and employees arriving to work after 10 am 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 (UPS, FedEx, food, beverage, propane, gas, etc.) must be cleared by the Event Coordinator prior to the beginning of each day and scheduled for early morning or late night.
- H. **R & B Festivals, Inc. The Bill Monroe Music Park & Campgrounds will not assume responsibility 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. **R & B Festivals, Inc., The Bill Monroe Music Park & Campground, Bean Blossom bluegrass Inc., and/or any festival listed above will not pay ANY taxes on your behalf.**

**14. General Provisions**

**A. All vendor fees and required paperwork must be paid in full and submitted at least 30 days prior to each festival/event. Fees are non-refundable. No exceptions.**

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 passed will be issued per rental space - 10' x 20'.

B. It is required that all employees always wear a wristband during the festival. It will be your responsibility to make sure that everyone who is working for you wears a band.

C. Space permitting, you may be able to park 1 vehicle behind your vendor space.

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/concession space. If you have an assigned reserved campsite, you may keep your pets contained there. Pets always need to be on a leash. **No exceptions.**

**APPLICATION and DOWN PAYMENT DEADLINES:**

<b>10<sup>th</sup> Annual John Harford Memorial Festival</b>	<b>April 1, 2020</b>
<b>54<sup>th</sup> Annual Bill Monroe’s Bean Blossom Bluegrass Festival</b>	<b>May 1, 2020</b>
<b>10<sup>th</sup> Annual Bean Blossom Southern Gospel Jubilee</b>	<b>June 1, 2020</b>
<b>Inaugural Hippy Hill Dead Fest</b>	<b>June 15, 2020</b>
<b>46<sup>th</sup> Annual Bill Monroe Hall of Fame &amp; Uncle Pen Days Festival</b>	<b>July 1, 2020</b>

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

- 1. Application**
- 2. Signed guidelines**
- 3. Full menu with prices**
- 4. 50% Deposit per festival/event**

**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 for completed payment and a copy of your valid insurance rider listing the above-mentioned events and property owners as additionally insured.**

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