

# Bill Monroe Music Park

## 2021 Food Vendor Guidelines

### 2021 Festivals:

JULY 30 & 31 | HIPPIY HILL DEAD FEST | 2 DAYS | \$250

AUGUST 26-28 | SOUTHERN INDIANA BLUES FESTIVAL | 3 DAYS | \$375

SEPTEMBER 17-25 | BILL MONROE BEAN BLOSSOM BLUEGRASS & UNCLE PEN FEST | 9 DAYS | \$675

#### A. Set Up

- A. Only food trucks/self-contained, or tents/canopies will be accepted. 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 (date listed) for each event.
- C. All vendors are to check-in with the Event Coordinator prior to setting up for space assignments. Once checked in, you will be escorted to your assigned space.
- E. All vendors must supply their own hookups: electrical cords, water hoses, adapters, lights, etc.
- F. Tear down is the day after each event.
- H. No one will be allowed to set-up 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 may be asked to move.
- I. Camping is not permitted behind your vendor space. If you are planning to camp at the park, you must reserve a primitive tent site or RV site during the festival.

#### B. 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 15 days prior to each event, to the Brown County Health Department. Please contact the Brown County Health Department at 812.988.2255 for details.

#### C. Water and Electrical Hook-Ups

- A. 30-amp **OR** 50-amp electrical hookups and water spigots are provided for all food concessions.
- B. The Event 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.

#### D. Conduct

- A. You are responsible for the behavior and conduct of your employees. We expect all employees to behave professionally and be courteous to all patrons and staff.
- B. As vendors, you are not only representing your business, but you are also representing Bill Monroe Music Park & Campground.
- C. This 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.***

#### **E. Clean-Up**

- A. You are responsible for providing your own trash cans and cleaning up all trash, cigarette butts or debris around your food vending area from the time that you arrive, to the time of your departure. **No Exceptions.**
- B. Please do not use the vendor row trash cans for your use. You are required to bag all your trash and take it to the designated dumpsters.
- C. All food concession vendors are responsible for containing their own grease. **PLEASE, NO GREASE DISPOSAL** on the ground. You will be fined \$500 if grease is found disposed around your site.

#### **F. Compliance and Pricing**

- A. During the application process, you submitted a complete menu of items to be sold with prices. Every vendor is expected to adhere to those menus and NOT deviate from them.
- B. No additions or price changes will be allowed without prior approval from the Event Coordinator.
- C. **All food vendors are required to be open for the entirety of the event hours posted and/or music schedules, regardless of rain or shine.**
- D. 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.

#### **G. Indemnification and Insurance**

- A. You are solely responsible for any injuries, accidents, or losses which may be sustained because of your vending operations at the Bill Monroe Music Park & Campground.
- B. Bean Blossom Bluegrass Inc. or any of its employees or volunteers 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 Bean Blossom Bluegrass Inc. **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, Bean Blossom Bluegrass Inc. and employees from any damages, lawsuits or claims arising out of any injuries or accident occasioned by your activities.

#### **H. 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 your valuables and property.

#### **I. Posted Gate and Events Times**

- A. Posted gates times and schedules may vary daily for each event. You will be sent updates with times and schedules prior to each event.
- B. Many attendees are camping at Bill Monroe Music Park & Campground and will want to purchase food from vendors before the official start of the event. Bear this in mind when setting staff schedules.

#### **J. Vendor Access During Events**

- A. All vendors **MUST** always wear festival identification, i.e., wristbands or passes – 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. 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. Bill Monroe Music Park & Campground and staff will not assume responsibility for any items, packages or product delivered and will not sign for such deliveries.

**K. 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 food vendor at the Bill Monroe Music Park & Campground.

B. Vendors are 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. Bill Monroe Music Park & Campground and/or Bean Blossom Bluegrass Inc., is not responsible for and will not pay ANY taxes on your behalf.

**L. General Provisions**

**A. All vendor fees and required paperwork must be completed in advance. No exceptions.**

**M. Additional Vendor Passes**

A. You will be required to submit a list of all employees who will be working for you 10 days in advance of each festival/weekend via email.

B. All employees must always be wearing the designated wristband/passes during the festival.

C. It is your responsibility to make sure that everyone who is working for you wear a band. They are not to be removed at night.

D. Wristbands **CANNOT** be exchanged between employees.

**N. Pets**

A. Pets **ARE NOT ALLOWED** in or around your vendor/concession space. If you have purchased a campsite, you may keep your pets contained there. Pets always need to be on a leash. **No exceptions.**

**The following items must be completed and submitted by mail or email to be considered for events:**

- 1. Food Concession Application**
- 2. Signed 2021 Food Vendor Guidelines**
- 3. Full menu with prices**
- 4. Picture of current food truck/self-contained unit or tent set-up.**

Once we receive the completed items, we will contact you to let you know if you have been approved. Once you have been approved, you have 10 days to submit payments.

**I have read and understand the 2021 Food Vendor Guidelines and agree to abide by them.**

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

**Printed Name:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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