



Bill Monroe's Music Park Festival Merchandise Vendor Info & Guidelines 2023

COST: \$100 per booth space 10' x 10', per festival.

NUMBER OF SPACES: There are approximately 15-20 spaces (10' x 10') available for each festival.

PAYMENT: Payable in full once your application has been approved.

DETAILS:

1. You will be responsible for collecting and remitting Indiana State Sales Tax if applicable.
2. All merchandise vendors will be assigned a location based on your merchandise and needs.
3. You can sell merchandise from an approved canopy(tent) or trailer. Note the state Fire Marshall's Fire Code Requirements.
4. Every effort will be made to select a wide variety of merchandise for each festival.
5. Merchandising of any illegal items is prohibited.
6. Spaces are 10' x 10', please make sure to indicate your booth size on your application. There will be an additional fee if you need more space. Selling of all items must be done within your assigned space.
7. All items that you wish to sell must be listed your application with prices. These prices may not be changed once your application is approved. **No beverages are permitted to be sold.** You may be asked to delete items to avoid duplications.
8. Include a recent picture of your merchandise vendor set up with your application.
9. All vendors must read and abide by the parks Festival Health Procedures and Guidelines and the Parks Rules and Regulations regarding the Campground.
10. Overnight camping is not permitted at your vending booth. Primitive tent camping is allowed within the campground, indicate on your application if you need overnight camping, there may be an additional fee and sites based on availability.

SPECIAL NOTES:

The Indiana State Fire Marshall has mandated that all vendors must comply with the Indiana Fire Code. The following are some of the requirements that must be met to be a vendor at Bill Monroe Music Park and Campground.

1. All temporary membrane structures, tents or canopies must be properly labeled with the size and fabric or material type.

Set Up

- A. All vendors are required to be set up for the entirety of each festival.
- B. **Set Up Times: 1 day prior to the opening day between 8 am – 5 pm.** Tear down may begin after the final day of the festival has ended or the day after.
- C. Check-in with the Event Coordinator prior to setting up for space assignments. You will be assigned a space based on your size and vending needs.
- D. You are required to supply your own tents, tables, electrical cords, lights, etc.
- E. Any vendor who tears down and leaves early will not be asked back.

Certification and Safety

- A. You are solely responsible for complying with all safety and health code requirements issued by the Brown County Health Department and the State of Indiana including the park's Festival Health Procedures & Guidelines.

Electrical Hook-Ups

- A. 50 amp/30 amp and regular electrical hookups are available.
- B. You are responsible for supplying all power cords, and adapters that may be required to connect to suitable power. Hard wired hookups are not permitted.
- C. Make sure to bring lights and extension cords.

Conduct

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

Clean-Up

- A. You are responsible for maintaining your immediate area, keeping it clear of debris, trash, cigarette butts or other items. We take pride in our cleanliness of the festival grounds.
- B. Designated trash crews will pick up contained trash throughout the day. Dumpsters are located throughout the park if you have large quantities of trash.

Restricted Products

- A. You will be advised of any restricted usage of products or services prior to your application approval.
- B. The park reserves the right to prohibit the sale of merchandise containing foul language or nudity. We ask that you refrain from selling any products which would not be suitable around children, or which would not fit a family friendly festival.
- C. Selling of all illegal substances is strictly prohibited.
- 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.***

Compliance

- A. Every vendor is expected to adhere to those lists of items submitted on the application, no deviations are permitted unless approved in writing prior to set up.
- B. No additions or price changes will be permitted without prior approval from the Vendor Coordinator.
- C. All vendors 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 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, you will be asked to leave and not invited back.

Indemnification

- A. You are solely responsible for any injuries, accidents, or losses which may be sustained during your vending operations.
- B. 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. By participation in the festivals, you are agreeing to indemnify and hold harmless the Bill Monroe Music Park & Campground, Bean Blossom Bluegrass, Inc. employees, and volunteers from any damages, lawsuits or claims arising out of any injuries or accident caused by your activities.

Security

- A. You are solely responsible for the protection and safeguarding of merchandise in your booth. We suggest your booth have sides that zip up at night. We do not recommend leaving merchandise on open tables each night.
- B. You agree to release and hold harmless Bill Monroe Music Park & Campground, Bean Blossom Bluegrass Inc., and its employees, volunteers, and sponsors from any losses or damage to your property.

Gate Times

- A. Gate hours for the public: Open daily at 10 am; close by 9 pm. Since camping is permitted during all festivals, camper may come and go throughout the day and night.
- B. Schedules of activities and entertainment will be emailed to you prior to each festival.

Vendor Access During Events

- A. All vendors are required to wear a festival wristband and vendor pass at all times.
- B. No vehicle traffic will be allowed into the vending area from 10 am-11 pm daily due to heavy foot traffic.
- C. You will have limited access to and from your vending location during these times.
- D. Restocking of items should be done before 10 am or after 11 pm.
- E. Vendor parking will be in the designated vendor parking area near the front of the park. Assistance to shuttle employees to their location can be provided if needed.
- F. All scheduled vendor deliveries must be scheduled for early morning or late night before and after posted gate hours.
- H. Bill Monroe Music Park & Campground and Bean Blossom Bluegrass, Inc. will not assume responsibility or liability for any items, packages or product delivered.

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.

General Terms

- A. All vendor fees and applications must be submitted at least 60 days prior to each festival. Fees are non-refundable, no exceptions. Festivals are held rain or shine.
- B. Your payment of fees and submitted application constitutes your right to participate as a vendor at the designated event(s), based on all other guidelines are adhered to.

Additional Vendor Passes

- A. Based on the information provided in your application, you will be issued your vendor wristbands and passes during check-in. Festival passes will only be issued to employees of the vendor. Family and friends are required to purchase admission.
- B. It is required that all employees always wear a wristband and a vendor pass during the festival. It will be your responsibility to make sure that everyone who is working for you follows the guidelines.
- C. You will not be allowed to park your vehicle next to your booth, please make plans to drop off additional merchandise you may need prior to the gates opening each day.
- D. Wristbands & Passes **CANNOT** be exchanged between employees. Please contact the Event Coordinator if you have any questions.

Pets

- A. Pets are not permitted in or around your vendor space. If you have an assigned reserved campsite, you may keep your pets contained inside your camper. Pets always need to be on a lead and not tethered outside and left alone. **No exceptions.**

APPLICATION DEADLINES

All applications must be received no later than 60 days prior to each festival. All fees are to be paid in full as soon as the application has been received. Fees may be paid via credit cards.

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

- 1. Merchandise Vendor Application**
- 2. Signed Vendor Info & Guidelines**
- 3. Full list of items with prices**
- 4. Booth Fee – payable upon application approval**

I have read and understand the festival info & guidelines and agree to abide by them throughout each of the events I will be attending.

Signature: _____

Printed Name: _____

Name of Business: _____

Date: _____