



BILLMONROEMUSICPARK.COM

Bill Monroe Music Park & Campground
5163 N State Road 135
Morgantown, IN 46160
812.988.6422
booking@billmonroemusicpark.com

Food Truck Vendor Information & Guidelines 2023

FEE: \$250 fee per event

DATES: Payment due at time of application acceptance via credit card.

June 1-3 | Americana Bean Jamboree Festival | 3 days

June 14-17 | Bill Monroe Bluegrass Festival | 4 days

July 27-29 | Hippy Hill Fest | 3 days

August 24-26 | Southern Indiana Blues Festival | 3 days

September 22 & 23 | Uncle Pen Fest | 2 days

NUMBER OF SPACES: There is room for up to 10 food trucks (15' x 20' length) in the food vending area. Food trucks or self-contained units only, no tents. Camping is not permitted behind food trucks or in the vendor row.

SET UP TIMES: All vendors are required to be set up for the entirety of each festival. Set up is the day before the festival/event officially opens to the public. Tear down is after the close of the final day of the festival/event. No early tear downs permitted.

A. Set Up

A. Spaces are pre-assigned. Load in times will be assigned. All vendors are required to arrive the day prior to the event.

B. Camping is not permitted behind your vendor space. If you are planning to camp at the park, please indicate on your form the type of camping you are requesting.

B. Water and Electrical Hook-Ups

A. 30-amp **OR** 50-amp electrical hookups and water spigots are provided.

B. You are responsible for supplying all power cords, adapters/reducers and water 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.

ADDITIONAL INFORMATION:

1. Receipt of application DOES NOT insure acceptance. You will be notified via email if your application has been accepted.
2. Once your application and menu has been accepted, you will have 15 days to submit payment via credit card for the festivals/events you have been approved to attend.
3. All food trucks will be in the designated food vending area and line up in a straight row.
4. We make every effort to select a wide variety of food offerings for each festival/event.
5. Be prepared to have at least a 25-50' electrical cord and water hose to reach the outlets. If you have a 30-amp cord, you will need to provide a reducer for your plug. No direct hard-wired connections are allowed.
6. Vendors are responsible for always keeping their area clean and free of trash, trash is to be taken to designated dumpsters.
7. Fire extinguishers are required.
9. The pavilion is set up as an eating area with picnic tables and trash cans.
10. Serving of all food items must be conducted within your assigned space and food truck.
11. All food and beverages that you are serving must be listed your application with prices. These prices may not be changed once your application is approved. Sales of alcoholic beverages are not permitted.
12. You may be asked to delete items from your menu to avoid duplications.
13. Please include a recent picture of your food truck/self-contained unit or tent.

SPECIAL NOTES – Certification and Food Safety:

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. All vendors are required to apply for and receive a temporary event food license application from the Brown County Health Department at least 30 days prior to each festival/event. Find the form online: [BROWN COUNTY HEALTH DEPARTMENT \(browncountyhealthdept.org\)](https://www.browncountyhealthdept.org)

Please read the Food Truck Fact Sheet from the Indiana Department of Homeland Security before applying to any festival - <https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Food-trucks/FoodTruckFactSheet.pdf>

Also read the Codes and Standards from the National Fire Protection Association website: <https://www.nfpa.org/Codes-and-Standards/Resources/Standards-in-action/Food-truck-safety>

GUIDELINES TO FOLLOW:

A. 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. No foul language or abusive behavior will be tolerated.

B. As vendors, you are not only representing your business, but you are also representing Bill Monroe Music Park & Campground and Bean Blossom Bluegrass, Inc.

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.***

B. Clean-Up

A. You are responsible for providing your own trash cans and picking up all trash, cigarette butts and debris around your food vending area beginning with set up, throughout the duration of the festivals/events and tear down.

B. You are required to bag all your trash and take it to the designated dumpsters during the festival. Your area should be always kept clean of trash and debris, please do not pile up empty boxes or containers behind your food truck or designated area.

C. You are responsible for containing your own grease. Do not dispose of your grease on the ground. You may be assessed a fine if your site is left with garbage and/or grease.

C. Menu Compliance

A. Please adhere to your approved submitted menus. No additions or price changes will be allowed without prior approval from the Festival Coordinator.

B. **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.**

C. 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, you will not be invited back.

D. Indemnification and Insurance

A. You are solely responsible for any injuries, accidents, or losses which may be sustained during 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 30 days 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.

E. Security

A. You shall be solely responsible for the protection and safeguarding of your valuables and property during the events.

F. Posted Gate and Events Times

A. Posted gates times and schedules may vary daily for each event. You will be sent an email at least 2 weeks prior to each festival with complete details of set up times, festival schedules, times, and any updates.

B. With over 300 campsites and 600+ plus attendees camping, we have requests for food trucks to serve breakfast foods and coffee each morning. This is something to keep in mind when submitting your menus as they will want these items before the gates open to the public. Typically breakfast and coffee service begins around 7-8 pm each morning.

G. Vendor Access During Events

A. No vehicle traffic will be allowed in and through the concession/vending area from 9 am - 11 pm daily due to heavy foot traffic.

B. Restocking of items must be done before 9 am or after 10:30 pm.

C. All event vendors and employees will be asked to park their vehicles in the general parking area at the front of the park and walk to their space.

D. 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.

H. State Laws

A. In accordance with the statutes and laws of the State of Indiana and our local Health Department, you are responsible for procuring all permits, licenses 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.

I. Vendor Passes

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

B. All employees must check in at the ticket booth to receive a wristband and vendor parking pass. Wristbands must be worn at times.

J. Pets

A. Pets **ARE NOT ALLOWED** in or around your vending area. If you have purchased a campsite, you may keep your pets at your campsite inside your camper. Pets are not allowed to be tethered outside when you are not at the campsite. Pets must be leashed at all times. **No exceptions.**

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

1. Food Truck Vendor Application 2023
2. Food Truck Vendor Information & Guidelines 2023
3. Full menu with prices
4. Picture of current food truck or self-contained unit

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 the application fee payable by credit card.

I have read and understand the 2023 Food Truck Vendor Information & Guidelines and agree to abide by them.

Signature: _____

Printed Name: _____

Name of Business: _____

Date: _____

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