

# Minnesota Bluegrass August Festival Food Vendors Rules and Regulations 2021

## Rules and Regulations

The following is a list of rules and regulations that you agree upon, as a vendor. If you choose **NOT** to comply with these guidelines, you will be asked to leave the festival site without a refund. **Please read these rules thoroughly and sign the contract. You must be registered through [Wild Apricot](#) and this Contract must be turned in via email to: [vendor@minnesotabluegrass.org](mailto:vendor@minnesotabluegrass.org) by July 22nd 2021**

## Booth Payment

The payment for this space will be 15% of gross sales minus sales tax, with a **\$250 Non-refundable Deposit**. Please sign this contract and register online through [Wild Apricot](#). You can pay online, or by check

Please mail check to:

**MBOTMA**  
**Attn: August Food Vendor**  
**PO Box 16408**  
**Minneapolis MN 55416**

## Space and Location

We will place your food booth within the limits of our food court area. We WILL NOT provide a tent, tables, service counters, storage units and/or any other equipment for the sale of your products. **We do not guarantee sales at your booth and we reserve the right to change vendor locations without notice in accordance with changes that are made to the grounds.**

Vendor camping is included with your participation.

The space listed on your confirmation is the only space allotted to you. If you need additional space at set-up, you must contact the Vendor Coordinator who will contract the additional space to you **(based on availability)**. You will be **required** to pay for the space **prior to the opening of the show**.

## Payment

All customers at the August Festival must use cash/credit card for food and beverage purchases. **Food vendors are responsible for recording each sale using a cash register and receipt system (Z out). All receipts will be collected daily.**

## Sponsorship and Products

Sponsors are an essential element in the continuation and growth of our events. Specific sponsorships also include **exclusive** product availability. Some products that are exclusive to sponsors include but are not limited to: beer, liquor and ice. Approval for vending space is based upon the products listed on your application. These products are approved in accordance with our respect toward variety and sponsorship agreements. Vendors will have items approved for sale and will not be able to sell products that are in conflict or competition

with sponsor products. **We reserve the right to remove ANY item from the grounds that has not been listed as an item to sell.**

### **Exclusivity**

Vendors are **not** granted exclusivity on any products unless specified in writing by Minnesota Bluegrass August Festival. You may reference the festival and dates in promotion of the event and your participation. You may **not** use the event name, logo, entertainer's names, images, or dates on products sold under your business name at any time.

### **Insurance**

All food vendors are **required** to have a **minimum of \$1,000,000 liability** insurance on their booth. A copy of your insurance certificate specifically evidencing Minnesota Bluegrass and Old Time Music Association and coverage for the dates of August 5-8, 2021 is required as part of the application process. If you do not currently have insurance, you **must** purchase insurance and provide us with such documentation prior to the event. If you are unable to secure an insurance policy, please contact us at [vendorcoordinator@minnesotabluegrass.org](mailto:vendorcoordinator@minnesotabluegrass.org)

### **Fire Safety**

Each food vendor is required to have a fire extinguisher in their booth, at all times, as required by the local Fire Department.

### **Garbage and Grease**

All vendors are responsible to dispose of their garbage. Any vendor leaving garbage will be billed for its removal. Grease barrels are provided for food vendors at no charge. If you need grease disposal, you **MUST** use the barrels that are provided.

### **Ice**

Ice storage units **WILL NOT** be provided. If you prepare a product on your menu using ice, you need to provide your own container for ice storage. Specific pick-up locations and price(s) will be available during setup.

### **UPS Shipments**

UPS shipments will be delivered to the information booth each day prior to the gates opening. **Please Note: ANY packages that are delivered prior to the first day of the festival (August 5, 2021) will be returned to sender!** Staff **WILL NOT** sign for ANY of your packages or try to locate you after UPS has arrived on the grounds. **COD packages WILL NOT be accepted at the grounds.** To arrive at the grounds, packages must be shipped to **5024 Crescent Ave., Eau Claire, WI 54703**. We ask that you use your booth name in the "Care of" field when shipping to the venue so it's easier to identify the package when it arrives. Any questions please refer to your Vendor Coordinator contact.

### **Carry-ins, Pets, Lawn Chairs, and Motorized Vehicles**

Outside food or beverage will be able to be carried in by a food vendor to be consumed at your booth **ONLY**. **PETS** are allowed in the event grounds and campgrounds. Vendors are given the privilege of entering the grounds early for restocking but not to place lawn chairs in the seating area. Doing so will result in removal from the festival. **NO** unauthorized motorized vehicles or scooters are allowed on the grounds.

**Event Information**

**Set-up will begin on Wednesday, August 4, 2021.** Once on site **ALL VENDORS MUST CHECK IN WITH VENDOR COORDINATOR at the HQ TENT located near the FOOD COURT. (Tent will be marked with signage)** Employee access tickets, vehicle and camping passes will be available for pick-up at the gate. **Vendors arriving early to the grounds WILL NOT be admitted and will be asked to leave.** Setup and restocking times are noted below.

**Vendor hours:**

Thursday, August 5<sup>th</sup> 5:00pm – 11:00pm

Friday, August 6<sup>th</sup> 9:00am – 11:00pm

Saturday, August 7<sup>th</sup> 9:00am – 11:00pm

Sunday, August 8<sup>th</sup> 9:00am – 3:00pm noon

All vendor booths must be closed at 11:00pm each day. Vendors will be allowed to open later and/or close earlier than the times listed above

<b>Vendor Check in</b> Wednesday, August 4th 8:00am -7:00pm	<b>Daily Festival Gate Hours</b> Thurs, August 5th: 5:00pm- Approx. 11:00pm Fri, August 6th: 10:00am - Approx. 11:00pm Sat, August 7th : 10:00am - Approx. 11:00am Sun, August 8th : 10:00am - Approx. 3:00pm
<b>Daily Set up / Restock Deadline</b> Thurs, August 5th - 4:00pm Fri/Sat - 7:00am - 9:00am	<b>Vehicle Deadline Removal</b> 9:00am daily

**Rules and Regulations Contract**

I have read and agree with the rules and regulations attached to this contract. I understand that failure to comply with these rules and regulations will result in consequences up to and including removal from Blue Ox Music Festival without refund.

**Name of Business:**

**Signature:**

**Printed Name:**

**Date:**

Questions and concerns may be directed to Dave Norell (Events Manager) at [eventsmanager@minnesotabluegrass.org](mailto:eventsmanager@minnesotabluegrass.org).

Minnesota Bluegrass and Old Time Music Association is excited for you to be a part of this Festival!

