

2010 High Mountain Hay Fever Bluegrass Festival
Westcliffe, Colorado
July 8-9-10-11

Vendor Regulations & Guidelines

Thank you for your interest in serving as a vendor at the High Mountain Hay Fever Bluegrass Festival. We feel that vendors who sell quality products will make our festival immeasurably more enjoyable for our attendees. Here's what we're looking for:

- 5-6 food/beverage vendors

Attendance numbers

Our first two festivals in 2003 and 2004 averaged 1,500 people. Attendance jumped to 2,500 for 2005 and 2,997 for 2006. In 2007 we set a record at 3,427 and again in 2008 at 3,782 and 2009 at 4,237. Obviously, there's a great deal of uncertainty in the air because of the economy and it is possible we will experience fewer attendees in 2010.

Fee

The fee for food/beverage vendor space for all four days is \$300.

The fee includes the following:

- Space for your booth
- Two 4-day festival passes for use only by those who work your booth. (Children 12 and under are admitted to the festival free when accompanied by an adult.)
- One space for rough RV or tent camping on site (no hookups)

Arrival and Setup

All vendors must arrive at the site for setup *no later than 2:00 PM* on Thursday, July 8. Earlier is fine. Please contact Vendor Coordinator Vic Barnes in advance regarding your estimated time of arrival. His phone number is 719-783-0335,

General Vendor Space Information

Each vendor space is limited to an area of approximately 20' X 20'. Placement of vendors in the designated vendor areas is at the sole discretion of High Mountain Hay Fever Festival Association staff.

Vendors are responsible for constructing, furnishing, lighting, maintaining and removing their booth materials, leftovers and trash. Vendor booths must have:

- An attractive, professional, well-maintained appearance
- Professional looking signage - no neon or flashing lights
- Three sides and a protective wind and rain resistant roof

Vendors will be allowed to bring their vehicle and trailer into the grounds near the vendor area for check-in, setup and take down. However, vendors may be required to park their vehicles away from this area for the duration of the festival.

All vendors must provide their own fire extinguisher and tie-downs for any propane tanks.

Vendors should prepare for any type of weather, particularly wind and afternoon thunderstorms. On rare occasions, late afternoon thunderstorms and winds can be extreme.

Power

Vendors need to indicate whether they require power in the application form and in what capacity (110 or 220; # of amps needed). We will make every effort to meet vendors' power needs. If you don't require power, please note that on Thursday, Friday and Saturday nights, it will be dark for the last 1 ½ to 2 ½ hours of the festival day so you should bring battery powered lanterns to light your booth during those hours.

Vendors will need to furnish their own interior and exterior lighting. All electrical equipment, including power strips and extension cords, must be grounded and rated for outdoor use. Vendors should bring electrical tape with them to waterproof connections.

Pets

Pets are not allowed in the performance areas at any time during the festival. Campers with pets will be placed in a separate area of the campground and an extra fee per pet will be charged. Please contact our Vendor Coordinator if you intend to bring pets with you so we can make appropriate arrangements.

Insurance

All vendors must provide proof of insurance with their applications. Vendors' liability policies must be for a minimum of \$1,000,000; *no exceptions*. If a policy will be up for renewal between the time an application is submitted and dates of the festival, vendors must supply proof of current insurance before being admitted to the festival site.

Product Restrictions

No glass containers or carry-in alcohol are allowed in the performance areas on the festival grounds. The High Mountain Hay Fever Festival Association will be the sole purveyors of alcoholic beverages – beer and wine – and High Mountain Hay Fever logo merchandise at the festival. Vendors should adjust their product lines accordingly.

Acceptance is based on the understanding that vendors will sell only those items listed on their applications. Additional items may not be sold without our express consent.

Sales Taxes

Vendors must have either a general Colorado Sales Tax License or a Colorado Single or Multiple Event Sales Tax License.

Sanitation

Food booths should dispose of all slop and grease in appropriate containers. This type of waste is deemed hazardous, and therefore we ask that you DO NOT dump any of it in the regular trash containers or on the ground. Vendors found dumping waste on the ground will be shut down immediately for the remainder of the event. Vendors are responsible for disposing of this waste themselves in an appropriate way. Dumpsters will be on site for the disposal of ordinary, non-hazardous trash.

Festival Performance Hours

We ask that vendors be open during festival performance hours. These hours are:

Thursday, July 8:	6:00 PM – 10:30 PM
Friday, July 9:	11:00 AM – 10:00 PM
Saturday, July 10:	11:00 AM – 10:00 PM
Sunday, July 11:	10:00 AM – 3:00 PM

If you find that you are unable to be open continuously during these hours, please get approval for the hours you plan to be open from the Vendor Coordinator before submitting your application.

How to apply

To apply for space at the festival, vendors should complete the Festival Vendor Application & Agreement form. Mail the completed form, appropriate support material and your check payable to HMHFFA to the address below. ***In order to be considered, applications must be received in the HMHFFA office by June 1, 2010.*** Please note that checks will be cashed only from those who are accepted as vendors.

Contact

Vendors with questions about festival logistics, policy or any other vendor-related matter should contact lead Vendor Coordinator, Vic Barnes. Contact Vic via email at jgbarnes@rmi.net or by phone at: 719-783-0335.



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