

Food Vendor Requirements

A completed application and the additional requirements below does not guarantee acceptance of your booth at our event. If you are not accepted there will be no charge. If accepted, all payments made are non-refundable.

As a food vendor at Blue Ox Music Festival, you are required to provide the following items to be considered:

- Completed application, please indicate any extra needs such as electric, space, etc.
- Payments, including deposit, that are not made by due date will result in forfeiting your space without refund
 - At the event 30% of gross cash/credit sales will be imposed
- Current Wisconsin Sales Tax number
- Current Wisconsin Retail Food Establishment License
 - Email Dan Peterson of the Eau Claire Health Department at dan.peterson@co.eau-claire.wi.us with any questions
- Wisconsin Temporary Event Operator and Seller Information Form
 - <http://www.revenue.wi.gov/forms/sales/s-240f.pdf>
- Proof of insurance coverage, *minimum \$1,000,000 (one million) liability*. Insurance must be in the form of a Certificate of Liability showing Blue Ox Music Festival as the certificate holder and having the event dates listed (June 8th-10th, 2017)
- Picture of your set-up and a detailed diagram showing dimensions and a serving side
- Menu with pricing, listing all foods you would like considered for the event
 - Note: All items may not be approved; you will be contacted for any changes if necessary

See invoice for payment deadline

What you can expect

Our food vendor space is limited, competitive and fills quickly. The sooner you return your materials the better chance you have of being accepted. Returning vendors are given a priority but are not guaranteed a spot or the same location if accepted.

If approved, you will receive a confirmation via email along with specific event information and detailed rules and regulations.

All camping and access materials will be available for pick up when you arrive at vendor check in.

Provisionals

As an accepted food vendor at Blue Ox Music Festival, you will be provided with the following:

- Concession space for sale of your products
- Three (3) 20-amp circuits of electricity. If additional electricity is required, it must be requested and paid for before the event
- Event access for you and your employees. Number of employees is subject to management approval. Depending on your booth size you will receive the following number of passes free of charge. Any additional passes must be requested and paid for before the event at a discounted rate of \$65.00/ ticket
 - 10'x10' booth space = 3 weekend vendor passes, 1 vendor parking
 - 20'x10' booth space = 4 weekend vendor passes, 2 vendor parking
 - 20'x20' booth space = 5 weekend vendor passes, 3 vendor parking
- Vehicle access to festival bowl for restocking
- Dumping area for grease
- Ice is available for purchase. Price and location of sale will be provided at vendor check-in
- Daily Z-Outs receipts will be collected to assure accurate collection of percentage of cash/credit sales

****Note: Blue Ox Music Festival does not provide cold storage units for ice or food****

What we expect

Blue Ox Music Festival values all vendors and often have them return on a yearly basis, but have some expectations of our vendors.

First and foremost, we trust that your actions and booth appearance will be professional while you deliver products for the crowds to enjoy. Many of our festival attendees also return on a yearly basis and they will continue to visit your booth if provided with exceptional customer service.

We expect that deadlines will be followed and requested materials be submitted in a timely manner. If deadlines are not met, your space will be forfeited without refund.

We do not allow pets on the festival grounds in any of our camping areas. This applies to both vendors and festival attendees. No exceptions will be made.

No other modes of transportation will be allowed on the grounds or camping areas. All vehicles must be out of bowl one (1) hour before gates open or parked behind your booth space. Vehicles parked behind booths are prohibited to move until music is finished and festival bowl is cleared.

We expect you to keep your booth open until the last act takes the stage at night. Early closure of your booth will result in lack of future consideration.

All food sales must be recorded using a cash register. Z-Out receipts will be collected daily. If receipts are not provided your booth will be shut down and you will not be welcome to return the following year.

Enjoy the event and have a good time!