



Blue Ox Music Festival: Food Vendor 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, Blue Ox Music Festival management will ask you to leave the festival site without refund.

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. Hawking and making sales outside of your approved booth space is not permitted under any circumstance.

The space assigned at vendor check-in is the only space allotted to you. If you find during set-up that you will need more space, you must contact the Vendor Coordinator who will contract additional space based on availability. You will be required to pay for the additional space before sales will be allowed at your booth.

Payment

All customers at Blue Ox Music 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 important element in the continuation and growth of our event. Specific sponsorships include exclusivity to products. Some products that are exclusive to sponsors include but are not limited to: Mardi Gras beads, beer, liquor, ice, soda, and water.

Approval for vending space is based on the products listed on your application. These products are approved with consideration of our sponsorship agreements. Vendors will not be able to sell products that are in conflict or competition with sponsor products or that could serve as a danger to fans or staff. Blue Ox Music Festival Management reserve the right to remove any product from the grounds that has not been listed as an approved item to sell.

Exclusivity

Vendors are not granted exclusivity on any products unless specified in writing by Blue Ox Music Festival. Exclusive vendors will be required to pay an additional exclusivity fee for their booth space. As a vendor you are not allowed to use the event name, logo, artist names, images, dates or reference the festival directly or indirectly.

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 Blue Ox Music Festival and coverage for the dates of June 8th-10th 2017 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 by your deposit deadline.

Safety Rules

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

Electricity

Three (3) 20-amp circuits of electricity will be provided at no charge. Electrical cords, lights and tents are **NOT** provided. Additional electricity may be available upon written notification of requirements and at an additional cost and upon payment of additional electrical fee. Due to the nature of the event additional electrical may not be available. Use of halogen lights in or around your booth is prohibited.

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 prices will be available during setup.

UPS Shipments

UPS Shipments will be delivered to the information booth each day prior to gates opening. Any packages received before June 8th 2017 will be returned to sender. Blue Ox Music Festival staff will not sign for any packages or attempt to locate you after UPS has arrived. COD packages will not be accepted at the grounds. Packages must be shipped to 5024 Crescent Avenue Eau Claire, WI 54703.

Carry ins, pets, lawn chairs and motorized vehicles

Outside food and beverage will be allowed to be consumed at your booth only. Vendors will not be allowed to bring outside food and beverage carry ins into the festival bowl. There will be no pets allowed on the Blue Ox Music Festival grounds or in Whispering Pines campgrounds. Vendors are given strict restocking hours. These hours are the only times that vendor vehicles may enter and exit the grounds. At no point are vendors allowed to enter the festival bowl to place lawn chairs prior to gate opening, doing so will result in removal from the festival. No unauthorized motorized vehicles are allowed on the grounds.

Event information

Set-up will begin on Wednesday, June 7th, 2017. Vendor credentials and vehicle passes will be available at the gate. Vendors arriving earlier than the listed check in time will not be admitted and will be asked to leave. Set up and restocking times are listed below.

VENDOR CHECK IN	DAILY FESTIVAL BOWL HOURS
Wednesday, June 7 th 8:00 am - 7:00 pm	Thursday, June 8 th : 5:00 pm – End of last act Friday, June 9 th : 10:00 am – End of last act Saturday, June 10 th : 10:00 am – End of last act
DAILY SET UP/RESTOCK DEADLINE	TEARDOWN OF EXHIBITS
Thursday, June 8 th : 7:00 am - 4:00 pm Friday, June 9 th : 7:00 am – 9:30 am Saturday, June 10 th : 7:00 am – 9:30 am	Saturday, June 10 th : End of last act – 1:00 am Sunday, June 11 th : 9:00 am – 12:00pm
VEHICLE REMOVAL DEADLINE	REMOVAL DEADLINE
9:30 am daily	Sunday, June 11 th : 12:00 pm (noon)

Food Vendor Money Collection:

Blue Ox Music Festival will collect 30% of your proceeds each day at the following times. You are required to keep sales receipts for all transactions at your booth. Any dishonesty in regards to collection of proceeds will result in consequences up to and including removal from Blue Ox Music Festival without refund. All forms necessary for money collection will be provided to you by Blue Ox Music Festival.

Friday, June 9th: 8:00am (30% of Thursdays sales collected)

Friday June 9th: 11:00pm (30% of Fridays sales collected)

Saturday, June 11th: 11:00pm (30% of Saturdays sales collected)

Security and Liability

Blue Ox Music Festival provides general grounds security throughout the entire weekend of the event but is not responsible for damage to, loss, or theft of property belonging to a vendor, his agent, employees, business invitees, visitors, or guests. Each exhibitor shall carry its own appropriate insurance. Exhibit materials should be packed away and secured each night. Vendors agree to protect, save and hold Blue Ox Music Festival and/or any person, organization or corporation for whom Blue Ox Music Festival contracts with forever harmless for any and all damages or charges imposed for violations of any law or ordinance, whether occasioned by negligence of the exhibitors or those holding under the exhibitor.

All exhibitors shall at all times protect, indemnify, save and hold Blue Ox Music Festival and/or any person, organization or corporation for whom Blue Ox Music Festival contracts with foregoing harmless against and from any and all losses, costs (including attorneys' fees), damage, liability, or expense arising from or out of or by reason of any accident or bodily injury of other occurrence to any person or persons, including the exhibitor, its agents, employees, and business invitees, which arises from or out of or by reason of said exhibitor's occupancy and of the exhibition premises or a part thereof.

The decision of Blue Ox Music Festival shall be accepted as final in any disagreement between vendors or in the decision to remove from the show without refund any exhibitor or his/her representative performing an act or practice which, in the opinion of Blue Ox Music Festival is objectionable. All matters not covered in this agreement are subject to the decision of Blue Ox Music Festival. If legal action must be taken, vendors will incur all legal fees.

SAFETY REQUIREMENTS FOR TEMPORARY EVENTS

- 1. Tent fabric and/or canopies:** Shall meet the requirements for flame resistance in accordance with National Fire Protection Association Standard 701. A permanent affixed label bearing the identification and fabric or material type is required. Certification by other recognized agencies or testing facilities, such as the California State Fire Marshal or New York City may be accepted. Exception: Tents not exceeding 144 square feet, canopies open on all sides not exceeding 200 square feet and which do not contain cooking or heating appliances. Tents located on streets shall have a fire break of 12 feet from each other and adjacent buildings. Tents located in an isolated area may be within 5 feet of each other.
- 2. Electrical Cords:** Extension cords shall be rated for at least "junior hard service per the Electric Code. An example is "SJO". Cords shall be grounded and protected by a GFCI. Cords shall not be in contact with metal fences. Cords shall be protected from traffic and located/protected to prevent a tripping hazard.
- 3. Mean of Egress from tents or Canopies:** No guy wire or guy rope shall cross any means of egress from any tent open to the public at a height of less than 7 feet. Tent stakes adjacent to any means of egress shall be railed off, capped, or covered so as not to present a hazard to the public.
- 4. Fire Extinguishers:** A Class "K" fire extinguisher is required for any cooking operation involving a deep fat fryer. At least one fire extinguisher rated 2A:10BC shall be located in each tent. All extinguishers shall have a tag attached indicating that they have had a current annual inspection.
- 5. LP GAS Cylinders:** All LP gas cylinders shall be securely fastened in place in an upright position to prevent unauthorized movement and be located NOT LESS THAN 10 feet from any tent, cooking operation or heating device. Safety relief valves shall be pointed away from tents, canopies, buildings, etc. Cylinders shall be protected from vehicle traffic.
- 6. Shavings, hay, straw bales:** No bales, shavings or saw dust shall be located within any tent or within 10 feet thereof ON PAVED STREETS. No shavings, hay or straw bales, saw dust, etc. is allowed on unpaved surfaces such as grassy fields.