



## Blue Ox Music Festival Food Vendors Rules and Regulations 2020



### 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. Please read these rules thoroughly and sign the contract.

**Contract must be turned in via email to: [savannahb@kpmwi.com](mailto:savannahb@kpmwi.com) no later than March 27th, 2020. Full payment MUST be received no later than May 6th, 2020 to be a Blue Ox food vendor. If payment is NOT received in full by this date, then your spot will be forfeited and we will replace you with a different vendor.**

### Booth Payment

Each Food Vendor will receive an area of **20' x 20' for \$350**. If you need more space than what is allotted, please let us know to make additional arrangements.

Please sign this contract and make your check or money order payable to:

***Eau Claire Food Truck Company LLC***

Please mail both to:

**King Pin Management**  
**Attn: Savannah Burkart**  
**1488 Front Porch Place**  
**Altoona, WI 54720**

### 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. Some refrigeration will be available through King Pin Management for an additional \$75 made out to Eau Claire Food Truck Company LLC.**

There will also be an area allotted for vendor camping since there is not enough space to sleep with your booth. There is limited availability for RV camping so please include this request with your application.

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 Manager 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. You MUST let us know if you will be bringing a food truck or using a tent to sell your product.**

### Payment

All customers at Blue Ox Music Festival must use cash 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 Blue Ox Music Festival. You may reference the festival and dates in promotion of the event and your participation. You may **NOT** use 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 Blue Ox Music Festival and coverage for the dates of June 10-14, 2020 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 [savannahb@kpmwi.com](mailto:savannahb@kpmwi.com)

**King Pin can help with suggestions on insurance and refer you to certain agencies.**

### 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.

### Electricity Requirements

Two (2) 20-amp circuits of electricity will be provided at no charge. If more than two 20-amp circuits of electricity are needed, you **MUST** request additional power. Prices indicated below.

Please Choose additional electrical need below with quantity:



110v 20 AMP Receptacle

\$100 Before March 27th  
\$150 After March 27th



120 Volt 30 amp RV Receptacle

\$150 Before March 27th  
\$200 After March 27th



220 Volt 50 Amp RV Receptacle Limited

\$250 Before March 27th  
\$350 After March 27th

### Additional Electrical Information

- You **MUST** provide your own extension cords. (12 Gauge Minimum)
- **ONLY** one (1) appliance may be plugged in per outlet

Payment **MUST** accompany order to receive advance order rate. A 10% charge will be added to all orders requested during the festival. If your application is received after March 27th, 2020 you will be charged the event price listed above.

**The use of Halogen lights in or around your booth is prohibited.** If you need LP gas delivered to your booth, please contact Ferrell Gas at 715.325.6262.

### 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 (June 11th, 2020) 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 King Pin Management Representative.

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

Outside food or beverage can be carried in by a food vendor to be consumed at your booth **ONLY**. **NO PETS** are allowed in the event grounds and/or 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, June 10, 2020.** Once on site **ALL VENDORS MUST CHECK IN WITH KING PIN MANAGEMENT AT MANAGEMENT TENT LOCATED IN THE FOOD COURT. (Tent will be marked with signage).** Employee access tickets, and vehicle passes will be available for pick-up at the gate. **Vendors arriving early on the grounds WILL NOT be admitted and will be asked to leave.** Setup and restocking times are noted below.

### Vendor hours:

Thursday, June 11<sup>th</sup>: 8:00am – 1:00am

Friday, June 12<sup>th</sup>: 8:00am – 1:00am

Saturday, June 13<sup>th</sup>: 8:00am – 1:00am

All vendor booths must be closed at 1:00am each day. Vendors will be allowed to open later and/or close earlier than the times listed above.

<p style="text-align: center;"><b>Vendor Check-in</b></p> <p style="text-align: center;">Wednesday, June 10<sup>th</sup>: 8:00 a.m. – 7:00 p.m.</p> <p style="text-align: center;"><b>Daily Set-Up/Restock Deadline</b> Thursday, June 11<sup>th</sup> – 4:00 p.m. Friday – Saturday – 7:00 a.m. – 9:00 a.m.</p> <p style="text-align: center;"><b>Vehicle Removal Deadline</b> 9:00 a.m. – Daily</p>	<p style="text-align: center;"><b>Daily Festival Gate Hours</b></p> <p>Thur. June 11<sup>th</sup>: 5:00 p.m. – Approx. 12:00 a.m. Fri. June 12<sup>th</sup>: 10:00 a.m. – Approx. 12:00 a.m. Sat. June 13<sup>th</sup>: 10:00 a.m. – Approx. 12:00 a.m.</p> <p style="text-align: center;"><b>Teardown of Exhibits</b></p> <p>Sat. June 13<sup>th</sup>: After show – 1:00 a.m. Sun. June 14<sup>th</sup>: 9:00 a.m. – 12:00 p.m.</p> <p style="text-align: center;"><b>Removal Deadline</b></p> <p>Sun. June 14<sup>th</sup>: 12:00 p.m. (noon)</p>
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**Food Vendor Money Collection:**

King Pin Management 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 regarding 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 King Pin Management. Vendors must be at booths at the times listed below for money collection.

- Thursday, June 11<sup>th</sup>: 12:00am (30% of Thursday sales collected)
- Friday, June 12<sup>th</sup>: 12:00am (30% of Friday sales collected)
- Saturday, June 13<sup>th</sup>: 12:00am (30% of Saturday sales collected)

**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 Savannah Burkart - King Pin Management at [savannahb@kpmwi.com](mailto:savannahb@kpmwi.com)

Blue Ox Festival and King Pin Management are excited for you to be a part of this Festival.