



## Blue Ox Music Festival Food Vendors Rules and Regulations 2023



### 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: davidburg@kpmwi.com no later than March 1st, 2023. Full payment MUST be received no later than April 30th, 2023 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:  
***Blue Ox Music Festival***

Please mail contract and payment to:  
**Blue Ox Music Festival**  
**Attn: Tony Bischel**  
**5024 Crescent Ave**  
**Eau Claire, WI 54703**

### 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.**

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

### Payment

Cash and/or credit cards are allowed in the Food Court. 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 21-25, 2023 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 [davidburg@kpmwi.com](mailto:davidburg@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

**\$150**



120 Volt 30 amp RV Receptacle

**\$200**



220 Volt 50 Amp RV Receptacle Limited

**\$350**

### Additional Electrical Information

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

**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. Each vendor is responsible for their own grease and must take it with them. Grease containers are **NOT** 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 22, 2023) 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 21st, 2023.** 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 22nd: 8:00am – 1:00am

Friday, June 23rd: 8:00am – 1:00am

Saturday, June 24th: 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 @ Pines Gate</b></p> <p style="text-align: center;">Wednesday, June 21st: Anytime between 9:00am – 7:00pm</p> <p style="text-align: center;"><b>Daily Set-Up/Restock Deadline</b></p> <p style="text-align: center;">Thursday, June 22nd: 4:00pm &amp; Friday – Saturday: 7:00am – 9:00am</p> <p style="text-align: center;"><b>Vehicle Removal Deadline</b> 9:00am - Daily</p>	<p style="text-align: center;"><b>Festival Bowl Music Hours Thur.</b></p> <p>June 22nd 5:00pm – Approx. 12:00am Fri.</p> <p>June 23rd: 10:00am – Approx. 12:00am Sat.</p> <p>June 24th: 10:00am – Approx. 12:00am</p> <p style="text-align: center;"><b>Teardown of Exhibits</b></p> <p>Sat. June 24th - After show: 1:00am Sun. June 25th: 9:00am – 12:00pm</p> <p style="text-align: center;"><b>Removal Deadline</b> Sun. June 25th: 12:00pm (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 22nd: 12:00am (30% of Thursday sales collected)
- Friday, June 23rd: 12:00am (30% of Friday sales collected)
- Saturday, June 24th: 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 David Burg - King Pin Management at davidburg@kpmwi.com

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