



Riverbank Music Festival

August 4, 2018

Vendor Packet

Vendor Application & Agreement

Dear Prospective Vendor:

The Riverbank Music Festival would like to thank you for your interest in becoming a vendor for our 2nd Annual Festival. As a music festival featuring great music, high profile and local, your partnership is an important part of our success.

Riverbank Music Festival had 1600 attendees for our first year and we are expecting to double that this year. Your participation will assist in our development of economic and cultural opportunities in our community.

This letter serves to communicate Riverbank Music Festivals policies for participating vendors. Participating vendors should carefully read the enclosed information, sign the contract and submit the requested documentation and fees no later than July 13, 2018. Space is limited and will be assigned on a first come, first served basis, according to eligibility.

The following is required for application acceptance:

Completed Application & Agreement

Vendor Staff List

Required Certificate of Insurance

Health Certificate

Sales Tax ID Number

Copy of Business License

Vendor Booth Fees

Copy of Menu and Pricing – if available

Once again, the deadline for submission of application and payment is Friday July 13, 2018. We are expecting a lot of interest in this festival so we encourage you to apply soon.

For more information contact Melina Johnson at the Orofino Chamber of Commerce

208-476-4335

director@orofino.com

Vendor Agreement:

- 1) **Right to Sell:** Riverbank Music Festival grants you, the Vendor, the right to sell, distribute or provide – and Vendor agrees to sell, distribute or provide only the items and/or services listed and described on the Vendor Application, nothing else.
- 2) **Booth Space:** Riverbank Music Festival will provide space at the festival site for the exclusive use of the Vendor. Vendor Space will be 10' X 10' unless otherwise specified on application. Vendor will provide your own tables, chairs, canopy and/or other necessary equipment needed for your booth. Riverbank Music Festival will have tables and chairs (picnic tables) for concertgoers.
- 3) **Cost of Booth:** 1st Tier: \$150 – per booth, for Orofino Chamber of Commerce Members for 10'X10' space. 2nd Tier: \$200 – per booth, for Orofino Chamber of Commerce Members for space 10'X20'. 3rd Tier: \$200 – per booth for Non-Orofino Chamber of Commerce Members for 10'X10' space. 4th Tier: \$250 – per booth for Non-Orofino Chamber of Commerce Members for 10'X20' space. A total of 8 10'X10' spaces are available and 2 10'X20' spaces, spaces are first come first serve, space is not considered sold and occupied until payment has been secured. Payments can be made by Check or Money Order, sent in mail or in-person at the Orofino Chamber Office, 125 Johnson Ave, Suite 7.
- 4) **Electricity~IMPORTANT INFO~:** Electricity at the site is very limited. If you need electricity please let us know on your application form what you need it for and how much you need (in Watts). Each non-food booth is allotted a maximum of 150 Watts of Electricity, only if it is included on your application and paid for in advance. (Food Vendors, please talk to us about your electricity needs.) PLEASE bring a 25' extension cord and – if you need more than one outlet – a power strip.
- 5) **Set up:** Vendor agrees to have his/her booth in the designated space on Saturday August 4th 2018 between 8:00 am and 12:00 pm. Special arrangements can be made with our Vendor Coordinator to set up Friday evening. Booths must be fully set up and open for business by 2pm on Saturday. All vehicles must be moved out of the park and parked in the parking lot by 1pm and must remain out of the park until the end of the show Saturday night. No overnight parking in the park.
- 6) **Hours of Operation:** Vendor agrees to have his/her booth open for business for the full time of the Festival, from 2pm – 9:30pm.
- 7) **Break Down:** No cars will be allowed back in the park until after the Festival closes at 10:00pm Saturday and all participants have left the park. Vendor agrees to break down his/her own booth and remove **everything** they brought with them by 12am-midnight Saturday August 4th, as there will be no security for the safety of your booth.
- 8) **Event Passes:** Included in your Vendor Fee, you will receive 4 Vendor Passes. You may purchase additional Vendor Passes of \$25 per person. A maximum of 6 passes for each Vendor. Vendor passes will not get you into the Main gate Logging Arena. Vendor Passes are only allowed access to the park / vendor area.
- 9) **Vendor shall keep their booth area clean and sanitary at ALL times.** Vendor shall be responsible for removing any and all trash, recycling, and compost from his/her booth and surrounding area, and for disposing of it in the designated containers provided onsite. Please clean your site fully before leaving and take everything with you. This is a “leave no trace” event.
- 10) **Contents:** Vendor is responsible for providing the entire contents of his/her booth including, but not limited to: decorations, fixtures, canopy, tables, and chairs, display racks, etc.

- 11) Safety:** Vendor is responsible for complying with all city and county fire and safety regulations, and for food booths, health department requirements.
- 12) Vendor agrees:** to indemnify and hold Riverbank Music Festival and the Orofino Chamber of Commerce, it's producers, sponsors, staff and City of Orofino harmless from any claims or causes of action arising out of, or in any way connected with, the activities of the Vendor, or sale by the Vendor to the attendees of its products and/or services at Riverbank Music Festival.
- 13) Termination:** Vendor may terminate this agreement at any time prior to the event with the understanding that all fees paid to Orofino Chamber of Commerce/Riverbank Music Festival will be forfeited by Vendor. Once set up at the event, vendor agrees to stay set up for the full event until 9:30 pm Saturday.
- 14) If in the judgment of the Riverbank Music Festival:** the operation of the booth or the quality of the merchandise or services does not meet the requirements of this agreement, or if the vendor is in default of any other term of this agreement, Riverbank Music Festival may terminate this agreement in part or in its entirety at any time.
- 15) Sales or Distribution of the following items are prohibited:** Alcohol, illegal substances, animals, guns, other weapons, and toy weapons. Please do not bring any food or beverages to sell unless you are a registered Food Vendor.
- 16) NO dogs, No Alcohol (except for what is being sold by the Orofino Chamber of Commerce/Riverbank Music Festival) and NO Drugs allowed.**

Please read the above Vendor Agreement and the below Vendor Application. All the information you need should be here, if you have further questions please contact Melina Johnson at our Orofino Chamber of Commerce Office, 208-476-4335, director@orofino.com.

Vendor Application

Please use this form to apply for a vendor booth space at Riverbank Music Festival. Please fill it out completely. You will receive a copy of your application by mail or email, please save it for your records.

Please note items with an asterisk MUST be filled out or your application will not be complete.

*Vendor Booth Name: _____

*Sales Tax ID Number: _____

*Contact Person: _____

*Mailing Address: _____

*Phone Number(s): _____

*Email Address: _____

Website: _____

*I have read and understood the Vendor Agreement and agree to follow all of the terms – (Please Circle One)

Yes

No

*Booth Application Type – Please Circle One

1st Tier: \$150 – per booth, for Orofino Chamber of Commerce Members for 10'X10' space.

2nd Tier: \$200 – per booth, for Orofino Chamber of Commerce Members for space 10'X20'.

3rd Tier: \$200 – per booth for Non-Orofino Chamber of Commerce Members for 10'X10' space.

4th Tier: \$250 – per booth for Non-Orofino Chamber of Commerce Members for 10'X20' space.

*Do you need electricity for your booth?

No – I don't need any electricity for my booth

Yes – I need electricity for my booth

TOTAL WATTS needed _____

*Set up time per agreement will be between 8:00 am and 12:00 pm on August 4th. Please indicate the time you plan to be at the park so we can ensure we have an attendant available. _____

*Break Down per agreement will be after Festival closes and all participants have left the park. Please indicate the time you plan to break down your booth and remove everything you brought with you, must be done no later than Saturday August 4th at 12am. _____

*Please attach a photo of your booth

*Today's Date: _____

*Name of Person Completing Form: _____

*Do you have any special needs: _____

*Signature below indicates you have read, understand and agree to all terms of the Vendor Agreement:

*Payments shall be made to Orofino Chamber Of Commerce

*Required Documents Attached

Completed Application & Agreement

Vendor Staff List

Required Certificate of Insurance

Health Certificate

Sales Tax ID Number

Copy of Business License

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