



## **High Mountain Hay Fever Vendor Regulations and Guidelines**

Thank you for your interest in serving as a vendor at the High Mountain Hay Fever Bluegrass Festival. We believe that vendors who sell quality products make our festival immeasurably more enjoyable for our attendees. We approve 5-6 food/beverage vendors each year. On average, our attendance over the past 20 years has been 3500 people.

### **Fee**

The fee for food/beverage vendor space for all four days is \$300. The fee includes:

- \*Space for your booth

- \*Two 4-day festival passes for use only by those who work your booth. (Children 12 and under are admitted to the festival free when accompanied by an adult)

\*One space for rough RV or tent camping on site (no hookups)

\*Failure to appear at the festival will result in the forfeiture of the entire vendor fee

## **Arrival and Setup**

All vendors must arrive at the site for setup ***no later than 2:00pm on the Thursday*** of the festival weekend (the first day of the festival). You may arrive earlier. Please contact our Vendor Coordinator, Jacke Barnes, in advance regarding your estimated time of arrival: 719-783-0335 or [jgbarnes1546@gmail.com](mailto:jgbarnes1546@gmail.com)

## **General Vendor Space Information**

Each Vendor space is limited to an area of approximately 20'X20'. Placement of vendors in the designated vendor area is at the sole discretion of the High Mountain Hay Fever Festival Association staff.

Vendors are responsible for constructing, furnishing, lighting, maintaining and removing their booth materials, leftovers and trash. Vendor booths must have:

- \*An attractive, professional, well-maintained appearance
- \*Professional looking signage – no neon or flashing lights
- \*Three sides and a protective wind and rain resistant roof

Vendors will be allowed to bring their vehicle and trailer into the grounds near the vendor area for check-in, setup and take down. However, vendors **MAY** be required to park their vehicles away from this area for the duration of the festival.

All vendors must provide their own fire extinguishers and tie-downs for any propane tanks.

Vendors should prepare for any type of weather, particularly wind and afternoon thunderstorms. On rare occasions, late afternoon thunderstorms and winds can be extreme.

## **Power**

Vendors need to indicate in the application form whether they require power and in what capacity (110 or 220; # of amps needed and what type of connection). We will make every effort to meet vendors' power needs. If you do not require power, please note that on Thursday, Friday, and Saturday nights, it will be dark for the last 1.5 - 2.5 hours of the festival day so you should bring battery powered lanterns to light your booth during those hours.

Vendors will need to furnish their own interior and exterior lighting. All electrical equipment, including power strips and extension cords, must be grounded and rated for outdoor use. Vendors should bring electrical tape with them to waterproof connections.

## **Pets**

**Pets are not allowed in the performance areas at any time during the festival.** Campers with pets will be placed in a separate area of the campground and an extra fee per pet will be charged. Please contact our Vendor Coordinator if you intend to bring a pet with you so we can make appropriate arrangements.

## **Insurance**

All vendors must provide proof of insurance with their applications. Vendors' liability policies must be for a minimum of \$1,000,000; no exceptions. If a policy will be up for renewal between the time an application is submitted and dates of the festival, vendors must supply proof of current insurance before being admitted to the festival site.

## **Product Restrictions**

No glass containers or carry-in alcohol are allowed in the performance areas of the festival grounds. The High Mountain Hay Fever Festival Association will be the sole purveyors of alcoholic beverage – beer and wine – and High Mountain Hay Fever logo merchandise at the festival. Vendors should adjust their product lines accordingly.

Acceptance is based on the understanding that vendors will sell only those items listed on their applications. Additional items may not be sold without our express consent.

## **Sales Taxes**

Vendors must have either a general Colorado Sales Tax License or a Colorado Single or Multiple Event Sales Tax License.

## **Sanitation**

Food booths should dispose of all slop and grease in appropriate containers. This type of waste is deemed hazardous, and therefore we ask that you **DO NOT** dump any of it in the regular trash containers or on the ground. Vendors found dumping waste on the ground will be shut down immediately for the remainder of the event. Vendors are responsible for disposing of this waste themselves in an

appropriate way. Dumpsters will be on site for the disposal of ordinary, non-hazardous trash.

## **Festival Performance Hours**

We ask that vendors be open during festival performance hours.

Thursday: 5:00 PM – 10:00 PM

Friday: 11:00 AM – 10:00 PM

Saturday: 11:00 AM - 10:00 PM

Sunday: 10:00 AM - 3:00 PM

If you find that you are unable to be open continuously during these hours, please get approval for the hours that you plan to be open from the Vendor Coordinator before submitting your application.

Note: Some of the vendors serve coffee and breakfast items and open earlier than the times noted in this section. Also, once the final act begins, there is very little business for vendors.

## **How To Apply**

To apply for vendor space at the festival, vendors should complete the Festival Vendor Application & Agreement form. Once the form is received and reviewed by the Vendor Coordinator, they will be in contact. The second step, once contacted by the Vendor Coordinator, is to mail the appropriate support material and your check payable to HMHFFA to the address below. In order to be considered, applications must be received in the HMHFFA office by March 1. Please note that checks will be deposited only from those who are accepted as vendors.

## **Contact**

Vendors with questions about festival logistics, policy or any other vendor-related matter should contact Vendor Coordinator, Jacke Barnes. Contact Jacke via email at [jgbarnes1546@gmail.com](mailto:jgbarnes1546@gmail.com) or by phone at 719-783-0335.

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