



**Please read the Terms & Conditions carefully before submitting your application. Only completed forms will be considered for approval.**

Name of Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/2019

**Festival Overview:**

Welcome to the 10th Annual Sun Dried Music Festival Vendor Application, Terms and Conditions.

The Sun Dried Music Festival is a one of a kind music festival showcasing all types of music. We strive to have something for everyone!

The 10th Annual Sun Dried Music Festival will be held once again in Downtown Mason around the Courthouse Square. This year's festival will run from Friday, August 23 to Sunday, August 25, 2019.

**Application Process:**

Application forms are available at the end of these Terms & Conditions.

Vendor applications and payments will be accepted until **July 30, 2019**.

**Venue, Vehicles, and Booths:**

1. Location – Exact booth location will be determined by the Festival Staff based on the needs of each vendor.
2. Booth Dimensions – 10' x 10' for non-food vendors. Food vendor sizes to be determined based on needs.
3. Appearance – A colorful decoration with a friendly atmosphere in a manner that compliments the festival is encouraged. Clear signage with your business name is required for all vehicles and booths. The vehicle or booth must be clean and presentable at all times.

4. Boundaries – Goods, equipment and supplies are to be displayed within this area. It is not acceptable to encroach onto the walkways with products. All racks, umbrellas and tables must be part of the area designated and should not interfere with pedestrian walkways or neighboring booth boundaries.

5. Safety – Everything in and/or around the booth must be securely anchored and capable of withstanding strong winds and inclement weather conditions. The Sun Dried Music Festival staff reserves the right to refuse tents/canopies which they deem unsafe to the general public. It is not the responsibility of the festival staff to assist with any set-up, securing or take down of any vendor tents or other equipment.

6. Electricity – Electricity provided upon request. You must provide your own extension cords. Additional electricity may be requested for an additional charge. See the application for a breakdown of availability and cost.

**Restrictions:** The organizers reserve the right to prohibit offensive goods from being sold or displayed on-site and will remove any such materials from the booth or vehicle that may offend or cause trouble with police or copyright. The Sun Dried Music Festival Committee has overall control of signage, material products sold or displayed at the event.

**Site Restrictions:**

1. Vendors are personally responsible for any damage caused by them or their staff to the property or people on-site.
2. Sun Dried Festival staff, security and the police reserve the right to inspect vendor premises at any time and request presentation of all relevant documentation.
3. No vehicles will be allowed access during festival hours.
4. Do NOT drive faster than a walking pace.
5. No amplified music allowed in booth areas.
6. No alcohol, glass or aggressive behavior is permitted within your vehicle or booth, or event site. Any vendor found with alcohol on their persons will incur immediate closure of your exhibit and booth with instant removal by onsite security.

**Garbage:**

Please help to conserve precious resources. Reduce all retail and bulk packaging and/or remove it from the site and properly dispose of it. Other garbage will be picked up throughout the duration of the festival by onsite festival staff.

1. No garbage is to be left at the vehicle or booth after final pack-up.
2. Any garbage left on-site or damage to the booth or equipment is the responsibility of the vendor.

3. Do not over-fill containers, fill with liquids or make trash pick-up excessively unpleasant for our volunteer staff.

Initials \_\_\_\_\_

**Parking:**

Vendor parking is available in most public areas around the festival area. You will not receive any type of special parking as a vendor.

**Security:**

1. Security guards patrol the festival area during non-festival hours.
2. All effort is made to secure the site but no responsibility will be taken for loss or damage to any person or goods whether or not that loss, damage or injury arises from the negligence, staff or agents of the Sun Dried Music Festival.

**Requirements:**

**1. Insurance**

- a. All booths are required to carry public liability insurance.
- b. Copies of the certificates must be forwarded to the Sun Dried Music Festival Vendor Chairperson before full acceptance of your application can be confirmed.
- c. It is the responsibility of vendors to possess adequate property damage insurance for their own property used at the festival.

**2. Electric**

- a. The Sun Dried Music Festival will offer a limited amount of electricity for non-food vendors. However, you must provide your own 50' extension cord. All cords must be approved by festival staff.
- b. NO generators will be allowed on the festival grounds. All electric must be provided by the Sun Dried Music Festival.

Please note: We have a limited amount of electrical outlets. Fill out your vendor application fully so we can assess and try to accommodate electrical needs.

**3. Water (Food Vendors Only)**

- a. Water hook-up will be available for food vendors only. Each vendor is required to provide their own hose for water hookup.
- b. Food vendors must provide a food grade hose which may be inspected by the Ingham County Health Inspector.

**Vending Space Requested - 10x10 Area**

Name of Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of products offered for sale/consumption:

\_\_\_\_\_  
\_\_\_\_\_

**Vendor Owner:** (Corporation, Partnership, LLC, Sole Proprietor)

Principal Vendor: \_\_\_\_\_

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Vendor Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Vendor Rep. Cell Phone: \_\_\_\_\_

Onsite Cell Phone Number: \_\_\_\_\_

**Vendor Tax Information:**

State of MI Sales Tax ID#: \_\_\_\_\_

Federal Tax ID#: \_\_\_\_\_

Workers Comp Carrier: (Food vendors only) \_\_\_\_\_

Workers Comp #: \_\_\_\_\_

**Location Fees and Upgrades:**

\_\_\_\_\_ 10'x10' Vendor Space \$70 (non-food vendors ONLY)

~~\_\_\_\_\_ Sold Out Food Wagon Vendor \$400 (product prepared and consumed on-site)~~

\_\_\_\_\_ Special Site Needs (please explain below)

\_\_\_\_\_ Mason DDA or Chamber or Mason Area Commerce Member: less \$25

**Please note:** All vendors will provide their own tents, tables and chairs.

We have a limited amount of space, especially in the food vendor area. We will need the exact measurements of your set-up, including actual trailer size (including tongue) and all extensions (canopies, extra equipment, etc.)

If you have any special requirements for your area please describe those needs:

\_\_\_\_\_

\_\_\_\_\_

The Sun Dried Music Festival staff will do its best to accommodate the special requirements of our vendors, however, we must know about these requirements ahead of time to help us prepare. Once we receive this paperwork our staff will review it and contact you with any questions we have.

Initials \_\_\_\_\_

**Payments:**

Make checks payable to: **The Sun Dried Music Festival**

Send payments to: 416 W. Oak Street

Mason, MI 48854

**Full payment is required by July 30, 2019**

**Cancellation:**

The Festival runs rain or shine. No Refunds.

Initials \_\_\_\_\_

**Dates & Times:**

Set-up will take place on Friday, August 23, 2018 from 3:00 pm until 5:30 pm.

Festival Hours:

Friday, August 23<sup>th</sup> from 6:00 pm – 11:00 pm

Saturday, August 24<sup>th</sup> from Noon – 11:59 pm

Final breakdown may begin after the end of the festival on Saturday night. All booths are expected to operate until the completion of the last performance. Vendors who are found breaking down while bands are still performing will not be asked back again next year. Vendor breakdown is loud and distracting. We do not want anything to take away from any of our acts, including the very last act each night.

Initials \_\_\_\_\_

I understand and agree that I am solely responsible for delivering and setting up my own booth. I also understand that I am solely responsible for breaking down my booth and packing all items as well as cleaning the area to look as it did when I arrived. I agree that I will be ready to leave the Festival grounds by 1:00 am on Sunday, August 25, 2019.

I also understand that I am solely responsible for obtaining all of my necessary permits from Ingham County and/or the State of Michigan. I understand and agree that I shall hold harmless the

Mason DDA, the City of Mason, The Sun Dried Music Festival and their related entities, officers, directors, employees, contractors, and volunteers from all claims (legal, equitable or otherwise), attorney fees, damages incurred of any loss, damage, vandalism, theft of property, personal injury, or death to any person from any cause or causes whatsoever, including without limitation the Mason DDA and the Sun Dried Music Festival of active or passive negligence. I understand and agree that the Mason DDA, the Sun Dried Music Festival and the City of Mason are not responsible or liable to me or a third party for any personal injury or death that I or any person whatsoever may suffer. I understand and agree that the Sun Dried Music Festival may be cancelled at any time for any reason whatsoever. I understand that the Sun Dried Music Festival is held rain or shine and that there will be no refunds issued of any sort.

I have read and understand the Sun Dried Music Festival Vendor Commitment form and agree to abide by all its terms and conditions.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_