



**WWW.ROOTSNBLUESNBBQ.COM**

*We invite you to have the opportunity to offer your wonderful product and brand your company to the thousands who attend the 2010 Roots 'n Blues 'n BBQ Festival! Please find enclosed information pertaining to this year's festival as well as an application. **Please be aware the application and payment deadline is August 27, 2010.** Vendor space is limited and due to the success of last year's event, vendor interest is high.*

### **2010 FESTIVAL DATES & HOURS**

*Friday, October 1<sup>st</sup>: 5:00 to 10:00 p.m.*

*Saturday, October 2<sup>nd</sup>: 11:00 a.m. to 10:00 p.m.*

*Enclosed you will find information concerning the Vendor requirements as well as an application for participation. Please read the information carefully before completing the application. Incomplete applications will not be considered. All applications must be submitted to the address below.*

*All vendors interested in participating in the 2010 RNBNNBBQ Festival must submit a completed application form, product description with pricing, and a current photograph or layout of their area by the application deadline of August 27, 2010. Any application received after August 27<sup>th</sup> will not be accepted for the 2010 Festival.*

### **VENDOR FEES and OTHER INFORMATION:**

*Vendor fees are based on **TOTAL** space required for vending and storage space.*

### **SPACE FEES: (MUST include tongue, if trailer)**

*10'x10' = \$800*

- Maximum depth of 10' allowed. Maximum frontage of 10' allowed.*
- Each vendor must provide their own tables, tents, lighting, fans, etc. Each vendor providing own tent **MUST** have a tent permit issued from the City of Columbia Protective Inspections. Please read guidelines for tent usage at [www.gocolumbiamo.com](http://www.gocolumbiamo.com)*
- If you are found to be using more space than originally stated, you will be charged for the additional space used. Fee will be collected prior to festival starting. If you fail to pay, you will be asked to leave the premises and no refund will be given.*

•Electrical service is included in the participation fee. Each Vendor will have access to a total of 15 AMPS of power. All vendors are prohibited from bringing their own generators on-site.

**CLEAN-UP/ELECTRICAL DEPOSIT:**

- There is a \$250 deposit per vendor space (\$125 is non-refundable and is for running water access and trash pick-up during Festival hours). The other \$125 is refundable based upon two things: 1) The cleanliness of your vendor space upon your departure and 2) Whether or not your space(s) required more than the 15 AMPS of power provided by the Festival.
- Deposit refund will be issued by mail within 30 days following the Festival.

**NOTE:** In the past, we have experienced problems with vendors who have used more power than they initially requested. This trips the breakers and causes many problems and delays that we would like to avoid. To help ensure a smoother and safer event for everyone, in the space provided on your application, please give a detailed description of everything you are planning to plug in. Please also note that every vendor is responsible for covering all cables and wires in his or her booth by using wire mats or covers and any cables or wires running into your booth **MUST** be covered at all times. Extension cords, splitters, etc. will **NOT** be provided. Please plan on bringing a minimum of 50' of extension cords to the event and make sure that you have come prepared with power strips, or any additional equipment you may require.

**\*\*MAXIMUM POWER PER VENDOR IS 15 AMPS\*\***

1. Please list the types of electrical items you will be using (i.e. oven, refrigerator, grill, etc.).
2. Look at the name plate rating located on each piece of equipment to determine the wattage and amperage needed for that item.
3. All service must be converted to amps. If the amperage is not included on your equipment, the Formula Watts divided by Volts should be used in order to get the correct amperage.

EXAMPLE: Bun Warmer 300 watts/120 volts = 2.5 amps

5 Lamps x 100 watts each = 500 watts/120 volts = 4.2 amps

**LICENSING AND PERMITS:** Participating vendors are expected to comply with all rules and regulations of the Columbia Police Department, Columbia Fire Department, Columbia/Boone County/State of Missouri Health Department and any other governing authorities' rules and regulations which might apply. Vendors will be required to pay any and all permit fees at time of application.

- Business License: \$15 per vendor space.

**All above fees, including deposits are due with the signed contract no later than 5:00pm August 27, 2010.**

**PRODUCT EXCLUSIVITY**

Vendors interested in selling particular menu items exclusively should submit their request in writing for review. Vendors granted exclusivity for a particular item will pay a negotiated fee per booth.

***ADDITIONAL REQUIREMENT and REGULATIONS:***

- *Booth spaces are sold for all two (2) days of the festival. Vendors may not sublet, assign, donate or trade your assigned space.*
- *Roots 'n Blues 'n BBQ is an outdoor street festival on streets which may be sloped or uneven.*
- *Roots 'n Blues 'n BBQ will proceed rain or shine.*
- ***Absolutely NO vendor fee refunds will be given under ANY circumstance.***
- *No power hookups will be provided for storage vehicles on or off-site.*
- *Participating vendors will be required to furnish to RNBnBBQ a certificate of insurance evidencing a minimum \$1,000,000 combined single limit general liability coverage naming Roots 'n Blues 'n BBQ Festival/Thumper Entertainment, and the City of Columbia, MO as additionally insured.*
- *Vendors will NOT be allowed to sell, give away or consume alcoholic beverages.*
- *All soft drink and water sales will be 20 oz bottles and must be purchased through our official soft drink sponsor, Pepsi. Purchasing Pepsi products from other sources for resale is prohibited.*
- ***Use of the name "Roots 'n Blues 'n BBQ Festival" or any variation thereof, on any signage, T-shirts, printed materials, etc. will not be allowed.***

**2010 Vendor Application    *\*\*Deadline is August 27th\*\****



**WWW.ROOTSNBLUESNBBQ.COM**

***Company:***

***Address:***

***City/State/Zip:***

***Contact:***

***Phone:***

***Mobile:***

***\*E-mail:***

***Email will be our primary method for distributing information. Please provide the email address you most frequently access.***

***SPACE REQUIREMENTS (MUST include tongue, if trailer)***

\_\_\_\_\_ 10ft of frontage x 10ft of depth=\$800.00

***ELECTRICAL REQUIREMENTS***

***Indicate TOTAL electrical power needed for your stand:***

***Equipment to be powered:***

***Electrical requirements:***

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

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

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

**ITEM DESCRIPTION AND PRICING**

- |    |    |
|----|----|
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |
| 5. | \$ |
| 6. | \$ |

**SALES TAX ID or S.S. #** \_\_\_\_\_

*MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE ACCOMPANYING INFORMATION, THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS CORRECT AND I AGREE THAT I AM RESPONSIBLE FOR THE TRANSPORTATION, INSURANCE AND SALE OF MY PRODUCTS. I ALSO UNDERSTAND THAT I AM REPSONSIBLE FOR COLLECTING AND REPORTING SALES TAX ON ALL TRANSACTIONS MADE DURING THE FESTIVAL.*

*General Release and Acceptance of Rules:*

*I/we the applicant(s) have read the conditions of vending and agree to abide by said conditions. In addition I/we the applicant(s) do expressly give release to Thumper Productions, LLC (producers of the Roots 'N Blues 'N BBQ Festival), its personnel and parties associated with it, the City of Columbia, and The District from any and all liability for any damage, injury, or loss to any person, business or property which may arise from the occupation of the exhibit space by the applicant(s) and agree to hold and save the festival harmless of any damage, injury or loss by reason thereof. I/we understand that if this application is not accepted, all fees will be returned by mail. If this application is accepted I/we give permission to use my name, business name, photographs, videotape or images of me or my products for any all purposes.*

*I/we the undersigned, agree to abide by the City of Columbia Health Department guidelines, festival vending procedures and beverage procedures contained in the enclosed documents. Any deviation will result in the forfeiture of vending fees and space.*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Please return completed application and payment to:  
Roots 'n Blues 'n BBQ  
C/o Thumper Entertainment  
Attn: Patty King  
910 E. Broadway, Suite 10*

Columbia, MO 65202

Any questions may be emailed to [vendors@rootsnbluesnbbq.com](mailto:vendors@rootsnbluesnbbq.com) or call, 573-442-5862

**Payment:**

\_\_\_\_\_ Check **\*\*Please make payable to Thumper Entertainment LLC.**

\_\_\_\_\_ Cash

\_\_\_\_\_ Credit Card (Visa or Master Card)

Account # on credit card \_\_\_\_\_ Expiration \_\_\_\_\_

**I authorize Thumper Productions LLC to process this payment to my credit card**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**CHECKLIST**

- \_\_\_\_\_ Vendor Application—complete and signed
- \_\_\_\_\_ Payment for vendor space
- \_\_\_\_\_ \$250 deposit
- \_\_\_\_\_ \$15 payment for business license
- \_\_\_\_\_ Pepsi order for starting inventory if choosing to sell beverages
- \_\_\_\_\_ Payment for beverage order
- \_\_\_\_\_ Sales Tax Permit/ID
- \_\_\_\_\_ Proof of liability insurance

**Roots 'n Blues 'n BBQ reserves the right to reject any and all applications submitted. Applications and payment must be delivered no later than August 27, 2010.**

**VENDOR BEVERAGE PROCEDURES for ROOTS 'N BLUES 'N BBQ 2010**

**All Vendors will use our exclusive beverage Sponsor, Pepsi if choosing to sell beverages in your booth. No other beverages may be sold. No vendor may sell alcoholic beverages.**

*When completing a vendor application and submitting payment for vendor space each vendor choosing to sell Pepsi Products will fill out the beverage order enclosed in this packet for an initial delivery at the beginning of the festival along with a payment check for the order.*

*Pepsi will deliver this order to your booth on Friday, October 1<sup>st</sup> between 12pm-2:00pm.*

*Between 9-10 pm on Friday evening, a festival beverage rep. will come to your booth to take your beverage order and payment for Saturday morning Pepsi delivery. Pepsi will deliver Saturday morning between 9am-10am for orders that were submitted and paid for on Friday evening.*

If needing Pepsi products or ice after the initial opening delivery each day, the Pepsi Trailer and Ice Trailer will be conveniently located near the Corner of Locust and 6<sup>th</sup> streets. You may purchase product between 6pm-10pm Friday Night and Saturday from 1:00pm-8:00pm. All products must be paid for upon pick up. You will need a dolly or other method for transport back to your booth.

**The festival will NOT be purchasing back any unused Pepsi product/flats at close of festival.**

All Pepsi Products must be purchased through the festival and will be sold to the public through your vendor space at \$3.00 per bottle. Any deviation will result in the forfeiture of your vending fees and space.

You will purchase flats (24- 20oz bottles) at 45.00/case Pepsi, Diet Pepsi, Pepsi One, Sierra Mist, Mug Root Beer, Tropicana Lemonade, Gatorade) and Aquafina water at \$26.50/case (24- 1/2 liter bottles).

You are responsible for your own containers, barrels, ice, etc...

\_\_\_\_\_, Yes, I would like to sell Pepsi Products through my vending booth and agree to the beverage vending procedures stated above.

\_\_\_\_\_, No, I will not sell ANY beverages at the festival.

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

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

\*\*Application deadline is August 27, 2010. Payments must be submitted with application.

**PEPSI OPENING INVENTORY for ROOTS 'N BLUES 'N BBQ 2010**  
 Delivered to vending site Friday, Oct 1<sup>st</sup>, 2010 between 12:00pm-2:00pm

BUSINESS NAME: \_\_\_\_\_

Contact person: \_\_\_\_\_ Cell phone: \_\_\_\_\_

	Number of flats (24 units per flat)	total price
20oz. Pepsi	_____ 45.00 each	_____
20oz. Diet Pepsi	_____ 45.00 each	_____
20oz. Pepsi One	_____ 45.00 each	_____
20oz. Sierra Mist	_____ 45.00 each	_____
20oz. Mug Root Beer	_____ 45.00 each	_____
20oz. Tropicana Lemonade	_____ 45.00 each	_____
16.9oz. Aquafina	_____ 26.50 each	_____

TOTAL CASES \_\_\_\_\_ TOTAL AMOUNT DUE \_\_\_\_\_

*Delivery will be made Friday October 1<sup>st</sup>, 2010 between 12:00pm-2:00pm.  
Please make arrangements to be in your vendor space at that time.*

*ROOTS 'N BLUES 'N BBQ FESTIVAL POLICIES & PROCEDURES:*

#### *VENDORS*

*Your signature on the enclosed application indicates your compliance with the following.*

#### *2010 FESTIVAL HOURS*

*Friday, October 1<sup>st</sup> 5:00 p.m. - 10:00 p.m.*

*Saturday, October 2<sup>nd</sup> 11:00 a.m. - 10:00 p.m.*

#### *SPACE ALLOCATION*

- 1. RNBNNBBQ allocates a specific space to each accepted vendor. This booth space is sold for all two (2) days of the festival only.*
- 2. RNBNNBBQ is an outdoor street festival in Columbia, Missouri on streets which may be sloped or uneven.*
- 3. All decisions are final.*
- 4. Under no circumstances will RNBNNBBQ be required to provide vendors with a specific space or area.*

#### *TENTS AND CANOPIES*

*Please visit the following website for tent & canopy guidelines:*

*<http://www.gocolumbiamo.com/PublicWorks/Inspection/>*

- The Columbia Fire Department requires that all tents be factory certified fire resistant with manufacturer's original tag. Absolutely no exceptions will be made.*
- Tents in excess of 400 sq. ft. and canopies in excess of 700 sq. ft. require a permit.*
- Tents and canopies shall be flame retardant and bear a permanently affixed label.*
- Tents and canopies shall be adequately anchored and braced. Since no staking is allowed, a system such as buckets filled with concrete is recommended.*
- All decorations shall be flame retardant.*
- Fire extinguishers shall be provided. One for 2-500 sq. ft., two for 500-1000 sq. ft. and one for each additional 2000 sq. ft.*

#### *INSURANCE/LIABILITY*

*All vendors must submit a current Certificate of Insurance covering the dates of September 25 and 26, 2009 naming ROOTS 'N BLUES 'N BBQ FESTIVAL, THUMPER ENTERTAINMENT, AND THE CITY OF COLUMBIA as additionally insured and as certificate holder with liability coverage of \$1,000,000.*

#### *OPENING AND CLOSING OPERATIONS*

- 1. Participating vendors may begin set-up no earlier than 10:00a.m. on Friday, Sept.25, 2009. Do not arrive early for set-up.*
- 2. Set-up must be completed before 3 p.m. on Friday of the event. Vendors must be ready for business at least one hour prior to the festival starting times each day.*
- 3. All booths will be 10' deep from curb to front of space. All operations and on-site storage must occur within this space.*
- 4. No equipment may be set-up outside of the vendors' designated space and all sidewalks must remain free and unobstructed at all times. Any vendor blocking the sidewalk or utilizing space*

*outside of their designated area will be subject to a \$100 fine per occurrence and possible exclusion from future festivals.*

*5. Booths must be open and ready for business no later than 5 p.m. on Friday of the event and continue to operate during all operating hours of the festival.*

#### **VEHICLES**

*1. Vehicles may be brought inside the festival area for booth setup, but must be removed according to the following schedule:*

*Friday, October 1<sup>st</sup> by 3:00 p.m.*

*Saturday, October 2<sup>nd</sup> 9:00 a.m.*

*Absolutely no vehicles will be allowed into the festival area after these times, during festival operating hours, or until at least 30 minutes after the official festival close each day.*

*2. Failure to remove vehicle by times stated above will result in towing of said vehicle at the owners' expense.*

*3. Each participating vendor will have access to ONE parking spot in the parking lot at the corner of 6<sup>th</sup> and Locust. No trailers or oversized vehicles are allowed in this parking area.*

*4. No power hookups will be provided for storage vehicles on or off-site.*

#### **OPERATION AND MAINTENANCE OF SPACE**

*1. All activities must be conducted ONLY from within the vendor space. No roving vendors or exhibitors. Roving vendors or exhibitors not sanctioned by RBNBBQ will be subject to fine or ejection. In addition, all equipment must remain within the area designated as the vendor's space. Any equipment set-up or stored outside this space will subject the vendor to a \$100 fine per occurrence.*

*2. Vendor shall be responsible for set-up and removal of its own equipment, fixtures, inventory, and other property.*

*3. Decorations and adornments to selling units must be in good taste. Vendor is responsible for the neat, safe, and orderly condition of its space and vending unit.*

*4. The participating vendor shall comply with all laws, ordinances, rules, and regulations of any lawful authority, agency, or governmental unit which apply to the use of its vending unit requirements, including without limitation, any applicable fire and building codes of the City of Columbia. The vendor agrees to indemnify and hold harmless RBNBBQ, the City of Columbia, its officers, directors, representatives, employees and agents for any penalties, fines, costs, expenses, or damages from participating vendors failing to comply with such laws.*

*5. Restocking of supplies during festival hours will ONLY be done by hand truck or other similar method. Motorized vehicles are prohibited.*

*6. The participating vendor shall NOT sublet, assign, donate or trade its assigned space.*

*7. Participating vendors shall provide adequate personnel for the operating hours of RBNBBQ. All vendor personnel are bound by these policies, procedures, and requirements.*

*8. The vendor may not change or relocate its assigned space to another location.*

#### **PRODUCTS**

*1. Completed applications must include a listing of products and the cost associated with each. Vendors may sell only those items listed on their application and the quality of products and consistent pricing must be maintained throughout the festival. Any changes must be approved in advance by the Vendor Chair(s) or festival staff.*

*2. SALE OF ALCOHOLIC BEVERAGES IS NOT PERMITTED and NO BEVERAGES MAY BE SOLD IN GLASS CONTAINERS.*

*3. All soft drink and water sales will be 20 oz bottles and must be purchased through our official soft drink sponsor, Pepsi. Purchasing Pepsi products from other sources for resale is prohibited. All soft drinks and water will be sold for \$3/bottle. NO EXCEPTIONS.*

*4. The festival will NOT be buying back any unused Pepsi soft drinks or water.*

#### *ELECTRICITY*

- 1. Electricity is limited. Your electrical usage must be completed in its entirety on your application.*
- 2. Generators are not allowed.*
- 3. Should you arrive at the festival and require more than 15 AMPS of service already provided by the festival, you will forfeit your \$125 deposit.*

#### *CLEANUP*

- 1. Vendor shall furnish its own trash containers and liners and must bag all of their rubbish on a regular basis during the festival.*
- 2. Vendor shall, at the end of each day and at festival's end, remove or bag all rubbish and trash from its allocated space leaving the bagged trash at the curbside nearest its allocated space. Vendors failing to comply with this request will forfeit their \$125 deposit.*
- 3. Vendor will leave space in same or better condition than it was found prior to the festival. If the vendor leaves the space in such condition that it requires additional expense on the part of the RNBNNBBQ Festival to effect proper cleanup, vendor will forfeit their \$125 deposit.*
- 4. The participating vendor may not leave anything in their space for another vendor to pick-up. (Example: Bread Racks)*

#### *SECURITY*

*RNBNNBBQ will provide round-the-clock security guards or police coverage. However, RNBNNBBQ, the City of Columbia, its officers, directors, representatives, employees, and agents will NOT be responsible for losses of any kind, whether by fire, theft, physical violence, elements of nature or any other cause, however originating. Vendor acknowledges that it is aware that street sweepers and washers will be coming through the streets each night of the festival and may cause damage to equipment, fixtures, etc.*

#### *WEATHER*

*RNBNNBBQ will proceed rain or shine. Vendors are responsible for their own booth's rain protection. If weather becomes too severe to continue booth operations, the City of Columbia will be responsible for making the final determination on the continuance of the festival. ABSOLUTELY NO REFUNDS WILL BE GIVEN.*

#### *EVALUATION*

*All vendors will be evaluated to aid in determining participation in future festivals. Aspects that will affect the evaluation score include, but are not limited to, serving items listed on application, cleanliness, willingness to work with festival officials, and adherence to festival rules.*