Bayfront Reggae & World Music Festival

Vendor Application and Contract **PLEASE PRINT AND MAKE A COPY FOR YOUR RECORDS**

|  |  |
| --- | --- |
| Business Name |  |
| Applicant Name |  |
| Address |  |
| City, State, Zip |  |
| Email |  |
| Mobile Phone |  |
| Website |  |

Each space will be limited to a 12’ x 20’ Vendor Space. If you need more space, you will be required to purchase a second location. **You must include payment, insurance verification, and list of workers at the time this application is submitted. Incomplete applications will be discarded and the vendor space will not be reserved.**

|  |  |  |
| --- | --- | --- |
| Applying for: | Cost | Check all that apply: |
| Food Vendor | $400 |  |
| Artisan Vendor | $200 |  |
| Late Fee After June 15th | $100 |  |

**Please make checks payable to**: Bayfront Reggae/ World Music Festival, LLC

Submit completed application/ contract, proof of insurance, vendor staff names and entire amount due to:

Bayfront Reggae/ World Music Festival, LLC, 5477 Mc Quade Road, Duluth, MN 55804

Event Hours: 12 noon to 11 pm

Schedule: Load in 7 am. All vendors must be set up with cars removed from the park by 11:00 am before gates open at noon. Vehicles may not leave the Park until after the event concludes and the public has exited the venue.

**Please complete Proof of Insurance and include Certificate of Liability Insurance with application:**

|  |  |
| --- | --- |
| Insurance Company  |  |
| Policy Number |  |
| Name Bayfront Reggae/ World Music Festival, LLC as additional insured | Check box when complete |  |
| Food Vendor 2,000,000 policy  |  Check box when complete |  |
| Artisan Minimum 1,000,000 policy | Check box when complete |  |

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Please fill out the following:

1. Please attach a menu or provide a description of product/service/organization (Please provide a website if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2. Approximate size of operation. (Please include all food trucks, tents and areas to be occupied and provide

specific dimensions. If you require a space larger than 12' x 20' please purchase an additional space): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*Note - You must describe your product/service/organization for this contract to be executed. Also, you must describe anything and everything you intend to sell or market. Management has final say on products sold to maintain a diverse experience. If more than 2 vendors apply with similar products, management will utilize

vendors with seniority first and on first come/first served basis.

**Vendor Staff including Applicant**: **PLEASE PRINT**

|  |  |
| --- | --- |
| **Food Vendor Staff Names– Up to 8 maximum** | **Artisan/ Organization Staff Names- Up to 3 Maximum**  |
| 1. | 1. |
| 2. | 2. |
| 3. | 3. |
| 4. |
|  5. |
| 6. |
| 7. |
| 8. |

|  |  |
| --- | --- |
| **Checklist for Completion of Application:** | **Check this box when complete. Do Not Submit Application until this checklist is complete.** |
| **Application/ Contract Completed and Signed - 3 pages** |  |
| **Insurance Completed** |  |
| **Certificate of Liability Insurance Included with Application** |  |
| **Vendor Staff Names Completed** |  |
| **Payment Included by Due Date or Late Fee Added** |  |

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Vendor Rules

1. There will be no beer/alcohol sales other than at the official beverage tent from Grandma’s Restaurants.

2. **Vendors must sell Pepsi branded soft drinks.** Bulk Soda and Ice will be available to purchase for cash only at the Grandma’s beer tent nearest the stage. Retail for product will be: Energy Drinks $5, Pop $3 (20 oz bottles), Water (Half Liter bottles) $2. The intent of this is to support an event sponsor and that everyone will be ensured a good profit margin with any price wars avoided.

3. All vendors must supply their own vending equipment (tables, tents, chairs, cords/cables etc.). All electrical service and vendor space orders are filled on a first come first served basis.

 4. All fees are due in full with this application for vendor space. Vendor space will not be assigned or reserved without payment in full. All vendors must be setup one half hour prior to doors opening. Booths are subject to resale if vendor has not arrived and setup by this time. You may not vend outside of your defined booth space.

5. Vendors may not sell any other product than what is listed on this application/contract or attached menus provided. Violation of this provision will result in the immediate expulsion of the vendor and his/her residual goods.

7. Garbage created as a result of the sale of vendor’s product will be the responsibility of the vendor. Management will provide a trash dumpster for the disposal of vendor refuse. A cardboard container is also on site. Green practices are encouraged. Violation of this provision will result in the exclusion of vendor in any future events. All vendors are required to provide two (2) 30 gallon or larger garbage containers, one for the use of the public and for use of vendor refuse at the booth location.

8. Management reserves the right to exclude/expel any vendor that does not fit the character or theme of Bayfront as defined by event management. Example: no sales of clothing with vulgar language, no weapons promotion or sales.

9. Vendors shall conduct themselves in a manner not offensive to standards of decency and good taste. All necessary health permits, operating permits and insurance are the sole responsibility of the individual vendor. A member of the St. Louis County Health Department will be on-site to inspect permits and assist you with any questions you may have.

10. All Bayfront events will be held rain or shine. No refunds on vendor space will be made.

11. Vendor agrees to hold harmless Bayfront Reggae/World Music Festival, LLC, The City of Duluth, the DECC and their employees or representatives from damages due to fire, theft, Acts of God, or claims arising from a third party. Vendors assume full liability for quality of merchandise/product integrity. Vendor indemnifies festival management of any liability whatsoever.

12. Vendor assumes responsibility for all sales tax commitments and requirements as well as following all applicable Food and Health Statutes set forth by the State of MN.

13. Parking is not included with your space rental. Tow vehicle and stand will be allowed into the Park during load in hours. Any additional vehicles are subject to normal parking charges.

I understand and agree to the application/contract terms including those listed on the Vendor Rules.

**Authorized Vendor Signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_