



# VENDOR APPLICATION Food/Retail/Service



The Farmington Rotary Club invites you to apply to become a vendor at the 9<sup>th</sup> annual Ramble Jam Country Music Festival scheduled for September 13-14, 2019, at the Dakota County Fairgrounds in Farmington.

We are looking for a variety of high quality food vendors and this will give your business the exposure to thousands of local and regional attendees.

## RULES & REGULATIONS

### **Ramble Jam is an outdoor event!**

Vendors should have adequate protection for all weather; sun, heat, cold, wind, rain or snow.

### **Vendor Fee**

**Fee must be paid at the time of application.** All prices are based on booth size frontage including hitches and perimeter space for access. Booths have a maximum depth of 20 feet.

<b>Food Vendor</b>	12' - \$595	24' - \$995	36' - \$1,295	48' - \$1,495	Email for other sizes
<b>Retail &amp; Service Vendor</b>	12' - \$295	24' - \$495	36' - \$695	48' - \$895	Email for other sizes

### **Staffing**

Booths must be open and staffed during event hours. Vendors receive **TWO** general admission wristbands at no cost, which will be issued at time of check-in for set up. Additional wristbands can be purchased for \$50 each. Wristbands **MUST** be worn on LEFT wrist to access vendor area and the concert bowl. **If you remove or alter your event wristband,** there is no re-entry without purchasing an event ticket at the gate price. We are not responsible for lost, misplaced, forgotten, altered, cut-off or stolen wristbands.

### **Deadline & Selection Timeline**

**Application deadline is July 15, 2019.** Late applications may be considered, though applications received by the deadline will be given preferred status. Applications are reviewed as they are received. Applicants will be notified as soon as possible, but no later than July 31, 2019. Some applications may be held for consideration in order to ensure a variety of vendors for festival attendees. **Any incomplete applications will not be considered.**

### **Event Timeline**

**All set up must be completed by 10 a.m. on Fri., Sept. 13, 2019**

Gates are tentatively scheduled to open at 4 pm on Friday and noon on Saturday, though this could change. Concerts end about 11:30 each night and the bowl is cleared by midnight.

**Set-up:** Thurs., Sept. 12 from 12 noon to 8 p.m. & Fri., Sept. 13 from 8 -11 a.m.  
**Tear-down:** Sat., Sept. 14 after the last performance or Sun., Sept. 15 from 8 a.m. to noon

### **Space & Location**

Ramble Jam reserves the right to approve each vendor's participation. Ramble Jam assigns vendor space locations based on the products and services listed on your application. We will try our best to honor requests, but some vendor spaces may be unable to accommodate your requirements. **We DO NOT provide tents, tables, chairs, service counters, storage units and/or any other equipment for your booth. We do not guarantee sales and reserve the right to change vendor locations without notice in accordance with changes that are made to the grounds.** The space listed on your confirmation is the only space allotted to you. Promoting and selling outside of your booth is not permitted.



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## Sponsors & Products

Sponsors are an important element in the success of Ramble Jam. **Some sponsors have paid for exclusivity for their product or service.** Vendors are not guaranteed exclusivity on any product or service. Please consider becoming a sponsor if you wish to be an exclusive vendor for your product or service. For sponsorship information please e-mail [ramblejammn@gmail.com](mailto:ramblejammn@gmail.com).

## Tents

**Vendors must supply their own tents.** Vendors should have adequate protection for weather: sun, heat, cold, rain, wind or snow. All tents shall meet the requirements for flame resistance in accordance with the National Fire Protection Association Standard 701. A permanent affixed label bearing the identification and fabric or material type is required. No guy-wire or guy-rope can cross any means of public egress. Tent stakes must be railed off, capped or covered so as not to present a hazard to the public.

## Marketing & Advertising

Vendors are encouraged to use the Ramble Jam event name and dates, and make reference to the festival in your marketing and social media. A Ramble Jam logo can be provided upon request. Use of the Ramble Jam name or logo on any product for sale requires written permission from Ramble Jam and a negotiated percentage of sales to be donated to the Rotary Club of Farmington. **Vendors are NOT allowed to use the names of Ramble Jam artists, musicians or entertainers on any products for sale or in your marketing or advertising without first obtaining written permission from Ramble Jam.** Any such use without permission will result in the immediate termination of your vendor agreement prior to the event, or removal from the grounds during the event. Any fees paid to Ramble Jam for the vendor space will be forfeited.

## Insurance

All vendors are required to have a minimum of \$1,000,000 liability insurance. A copy of your insurance certificate specifically stating Rotary Club of Farmington/Ramble Jam as the insured for the dates of Sept. 13-14, 2019 must be submitted with your application for you to be considered as a vendor.

## Safety Rule

Insurance regulations require vendors who have been approved to offer interactive attractions such as mechanical bulls, gyroscopes, climbing walls, etc. to post safety rules in an area to be seen by the public.

## Electricity

**All vendors must have a SAFETY DISCONNECT.** If you do not have a safety disconnect, Ramble Jam can lease one to you for \$50. One safety disconnect is required per each 12-feet of booth frontage. Leased disconnects must be paid for in advance. Ramble Jam does NOT provide electrical cords and lights in your space. We recommend a 100-foot commercial extension cord and a power strip. Additional electricity is available at an additional cost upon written notification of requirements. You **MUST** include electrical requirements on the application otherwise none will be provided. **The use of Halogen lights in or around your space is prohibited.** For electrical requirement guidelines visit <http://www.dli.mn.gov/cld/electrical.asp>.

## Fire Safety

Each food vendor is required to have a fire extinguisher within reach at all times. A Class "K" fire extinguisher is required for any cooking operation involving a deep fat fryer. At least one fire extinguisher rated 2A:10BC shall be located in each vendor space. All extinguishers shall have a tag attached indicating that they have a current annual inspection. Vendors are responsible for the fire extinguisher costs.

## LP Gas Cylinders

All LP gas cylinders shall be securely fastened in place in an upright position to prevent unauthorized movement and be located NOT LESS THAN 6 feet from any cooking operation or heating device without a heat shield. Safety relief valves shall be pointed away from tents, canopies, buildings, etc.



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## Garbage, Grease & Clean Up

Garbage receptacles are included in the vendor space fee. All vendors are responsible for disposal of their garbage from their space. Vendors are solely responsible for grease removal. Vendors are expected to clean up their space by the teardown deadline, Sunday at 12 noon. **A separate check for a \$150 cleanup deposit is required with your application, and will be returned within two weeks of the event conclusion if your space is returned to the condition it was in when you arrived to set up.**

## Ice

Ice will be sold to vendors on a per-bag basis. The pick-up location and price will be available during set up.

## Water

Ramble Jam does not provide water.

## Shavings, Hay & Straw Bales

No bales, hay, straw, shavings or saw dust shall be located within vendor space without permission.

## Carry-ins, Pets, Lawn Chairs & Motorized Vehicles

**Vendors may NOT bring food and beverages into the concert area, other than what has been approved for vendor sales.** Professional video or recording equipment is not allowed. Pets are not allowed in the vendor area or concert bowl. No unauthorized motorized vehicles or scooters are allowed on the grounds or in vendor area(s).

## Vendor Parking

All vendors are provided one FREE parking spot inside the vendor area, as close to your booth as possible. All other parking is available in the designated general parking area. Employees working your booth should park in the general parking area on the grounds. Employees who are camping are encouraged to park their vehicles at their campsite.

## Camping

Camping sites are available for purchase at [www.RambleJamCountry.com](http://www.RambleJamCountry.com). Visit the website for additional camping information.

## Cancellation

Upon acceptance of your application, vendor fees are non-refundable.

## Security & Liability

Ramble Jam is organized by the Rotary Club of Farmington, herein referred to as "organizer". The organizer provides general grounds security the days of the event during event hours but is not responsible for damage to, loss or theft of property to a vendor, vendor agent, employees, business invitees, visitors or guests. Vendors shall carry their own appropriate insurance as herein required. Vendors agree to protect, save and hold harmless the organizer and its members, and/or any person, organization or corporation for whom the organizer contracts with forever for any and all damages or charges imposed for violations of any law or ordinance, whether occasioned by negligence of the vendor or those holding under the vendor. All vendors shall at all times, protect, indemnify, save and hold harmless the organizer and its members, and/or any person, organization or corporation for whom the organizer contracts with against and from any and all losses, costs (including attorney's fees), damage, liability or expense arising from or out of or by reason of any accident or bodily injury of other occurrence to any person or persons, including the vendor, its agents, employees and business invitees, which arises from or out of or by reason of said vendor's occupancy and of the exhibition premises or a part thereof. The decision of the organizers shall be accepted as final in any disagreement between vendors or in the decision to remove from the event without refund any vendors performing an act or practice, which, in the opinion of the organizer, is objectionable. All matters not covered in this agreement are subject to the decision of the organizers. If legal action must be taken, vendors will incur all legal fees.



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*Ramble Jam is the fundraiser of the Rotary Club of Farmington and the Farmington Rotary Foundation, a 501c3 non-profit organization, managed by the Rotary Club of Farmington. Ramble Jam proceeds support service projects of the club. Consider a sponsorship if you prefer to make a charitable donation to a 501c3 for tax purposes.*

## VENDOR APPLICATION Ramble Jam – Sept. 13-14, 2019

Vendors are urged to send their application in as soon as possible. The festival committee reserves the right to refuse booth space or limit items in order to minimize duplication. This application does not guarantee acceptance.

- You must provide a minimum 100-foot commercial extension cord, power strip and safety disconnect.
- Ramble Jam does not provide water.
- Attach a separate sheet listing the products or menu you will sell and the pricing

Vendor/Business Name:			
Product/Menu Item(s) (Note gluten-free options)			
Contact Name:			
Address:			
City, State & Zip:			
Email:			
Cell Phone:		Work Phone:	
Website:			
MN Sales Tax Number:		Fed ID or SS#:	
Number of staff who will work your booth.			

**List ALL your appliances needing electricity. Include individual amps required. Attach additional sheets if needed.**

1)		3)	
2)		4)	

**VENDOR PRICING/CALCULATION:**

FOOD VENDOR Booth Size Frontage: 12' = \$595; 24' = \$995; 36' = \$1295; 48' = \$1495	\$
RETAIL/SERVICE VENDOR: Booth size Frontage: 12' = \$295; 24' = \$495; 36' = \$645; 48' = \$795	\$
ELECTRICITY: 1 FREE Standard 20 amp; additional beyond the 1 FREE: ___x \$30 120 volt – 30 amp = \$30.00 per; total needed: ___x \$30 240 volt – 50 amp = \$60.00 per; total needed: ___x \$60	\$
SAFETY DISCONNECT (REQUIRED): \$50 per each 12 feet of booth frontage; total: ___x \$50 =	\$

A refundable cleanup deposit (**separate check**) of \$150 must be submitted with application. This will be returned within two weeks of the event if your space is cleaned properly. This check will be held and not cashed unless necessary to cover expenses incurred by clean up.

**MAKE ALL CHECKS PAYABLE TO: Farmington Rotary**



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PAGE 2:

Vendor/ Business Name:	
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*I understand by signing below that my business name or logo may not be included in all marketing and publicity materials if I choose to become a sponsor after July 15, 2019. Furthermore, I understand that product or service exclusivity does not guarantee additional sales of my product and I do not hold Ramble Jam, or the Rotary Club of Farmington accountable for such claims.*

**Short Notice Availability** – Please indicate if you would be available on a last minute, short-notice basis. Cancellations prior to the event date can occur. Yes  No   
*You will be responsible for the vendor fees applicable immediately upon your acceptance of a short notice.*

By signing below, I certify I am the authorized individual representing the applicant vendor and am requesting approval to be a vendor at Ramble Jam for 2019. I understand that this application and any materials I may submit do NOT guarantee space at the event. I have read the Minnesota Revenue Selling Events Exhibitors and Operators Fact Sheet 148. I have included an insurance certificate and completed Minnesota Revenue form ST19. I am aware that my application is not complete until all items required are submitted. I am aware that I will be notified of my acceptance or rejection for this event. I agree to return all requested materials by the deadlines listed. I have read and agree to all the event rules and regulations.

**As a vendor at Ramble Jam, you are required to provide the following items to be considered:**

- Check payable to Farmington Rotary in the amount of total payment due
- Check payable to Farmington Rotary in amount of \$150 for cleanup deposit
- Completed Operator Certificate of Compliance ST19 Minnesota Revenue Tax Form
- Proof of Insurance coverage, minimum \$1,000,000 in general liability coverage, must be in form of a Certificate of Liability showing Farmington Rotary as certificate holder and having the date of the event listed. Submit with the application or have your insurance agent email it to shannon55024@gmail.com.

Signature

Date

\_\_\_\_\_

Print Name:

\_\_\_\_\_

**REMINDER: Include insurance certificate, Minnesota Revenue Form ST19 and product list and prices to be sold!!!**

**MAIL ALL ITEMS TO: Farmington Rotary, P.O. Box 175, Farmington, MN 55024  
EMAIL questions to: ramblejammn.@gmail.com**

**\*\*APPLICATION DEADLINE Is July 15, 2019 \*\***