



## 2009 Tumbleweed Music Festival

**Three Rivers Folklife Society**

P.O. Box 1098, Richland, WA 99352

Phone: 509 528-2215, e-mail: festival@3rfs.org

June 2009

**Dear Concessionaire,**

We invite you to participate in the 2009 Tumbleweed Music Festival. This year's event will be held on Saturday and Sunday of Labor Day weekend, September 5<sup>th</sup> and 6<sup>th</sup>, at Howard Amon Park, in Richland, Washington. The festival is free and open to the public both days. The Three Rivers Folklife Society has sponsored the festival each year since 1997 and the City of Richland co-sponsors the event. We feature live acoustic music from four outdoor stages, an indoor dance stage, arts and crafts vendors and of course, festival food. We estimate 6,000 to 8,000 people attended last year's festival and we expect that number to increase this year. This is the thirteenth year for Tumbleweed Music Festival and it has gained a reputation as one of the best small music festivals in the Northwest.

This year we are again limiting the number of food vendors, but charging \$200 food vendor fee. This should be a win/win for you the vendor and the Festival. Enclosed is the food vendors' application form. Accepted vendors will receive a packet with pertinent information in July. In general, vendors will need to be set up and have all vehicles off the grounds by 11:00 AM Saturday and Sunday. Outdoor performances will end about 10:30 p.m. on Saturday and at 8:00 p.m. Sunday and we encourage you to stay open during the evening concerts. Vendors are expected to attend both days. Bring lights because well lit booths get much better business.

Electricity is available for food vendors' booths. No generators will be operated on the park grounds during event hours. Potable water is available at the park, but there are no direct connections. Booths may remain overnight in the park, but vendors assume all responsibility for security. No Pit fires may be built in the park.

Applications are due July 15<sup>th</sup>, 2009. We will accept vendors from a variety of food types, but those who get their application in first will get priority for each variety of food. Also, please consider providing a vegetarian entrée on your menu. We have had many requests for those in the past.

Thanks again for your interest and we hope to see you at the 2009 Tumbleweed Music Festival.

Sincerely,

Alan Page  
2009 Tumbleweed Coordinator

Lissa Staven  
Tumbleweed Vendor Coordinator  
509-727-8299 (Cell)

**Tumbleweed Music Festival**  
**September 5<sup>th</sup> and 6<sup>th</sup>**  
**Howard Amon Park, Richland, WA**  
**Concessionaires' Policy**

**Rules, Regulations, and Information for Concessionaires**

1. A limited number of food concessionaires will be selected to provide a variety of foods for festival audiences. Once accepted, concessionaires will only be allowed to serve the food and concession items approved by festival management. 3 Rivers Folklife Society reserves the right to accept or reject any application
2. Concessionaires will be required to provide their own heavy duty power cords which must be three pronged conductors. Please make sure your cords and plugs are in good working order.
3. Concessionaires are responsible for testing their own equipment for GFI compatibility. The city's electrical system includes a ground fault interrupter. The equipment must be checked to assure proper working order. If one piece of equipment has a fault, it will trip the whole system. **The festival staff reserves the right to have offending equipment taken off line and has done so in the past. Make sure you are compliant!**
4. All permanent booths, trailers, etc must meet State Electrical Code requirements, and must have been inspected and display a current seal from the Department of Labor and Industries.
5. All food concessionaires **must have Proof of Liability Insurance and submit proof of such with their application.** Applications will not be considered complete until the proof of Liability Insurance is submitted, and your space will not be reserved until it is in our file. Food vendors may not set up without the proof of liability in their 2009 Tumbleweed file.
6. All booths must have clear, attractive signs listing food items, prices and booth sponsor.
7. All concessionaires must comply with the requirements of the Benton County Health Department. A Health Department application will be sent with your acceptance packet. A completed application must be returned to the Benton Co, Health Department (not 3RFS) and the Health Permit fee paid to Benton County. **This is the responsibility of the vendor.** Mechanical refrigeration is required for food items that must be kept cold or frozen. This is a health Department regulation. Temporary hand-washing facilities, and covered roofs for bird protection are required by the county health department.
8. Concessionaires are expected to comply with all applicable rules regarding the collection and payment of Washington State sales tax and pay local taxes or fees. For business license information, call the City of Richland at 509-942-7313. This year the Richland License \$10 fee will be waived for food vendors.
9. Festival staff will determine vendor booth placement. Set up time will begin at 7:00 AM Saturday. Booths must be fully set up and all vehicles removed from the site by 11:00 AM. Booths are encouraged to stay open during the Saturday evening concert, which ends about 10:30 PM and can strike after 6:00 PM on Sunday even though music runs until 8:00 PM. Don't forget your own lighting to highlight your booth at night.
10. New applicants are encouraged to include dimensions and a photo or slide of your booth. Returning vendors need only submit changes to their booths.
11. Fees are \$200 for the two days of the festival and all fees are due with the applications. **Once accepted, there will be no refunds.**
12. Application deadline is July 15<sup>th</sup>, 2009 with acceptance information going out ASAP afterwards. **Applications completed or received after this date will be assessed a \$20 late fee.**



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3RFS Use Only  
 Date Rec'd / /09  
 Amt. Enclosed \$  
 Amt. Due \$  
 Insurance complete?:  
 Initials:  
 Conf. sent:

**Food Concessionaire Application/Contract**

Business Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone (day): \_\_\_\_\_ (eve): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_ Web Site: \_\_\_\_\_

WA state tax number \_\_\_\_\_ Granted to: \_\_\_\_\_

We have a Richland business license: # \_\_\_\_\_

We want to be included under the event master license (No charge)

I/We carry and **have included proof of liability** with this application (**application is not considered complete without this, and will be charged a late fee of \$20 if received after July 15<sup>th</sup>**) **Your spot cannot be confirmed without this!** **Insurance agent name and phone number:** \_\_\_\_\_ ( ) \_\_\_\_\_ - \_\_\_\_\_

**The Tumbleweed Music Festival wishes to provide a variety of food selections and to avoid menu duplications. I/We agree to sell only those foods approved by the festival producers. Please consider the following menu items:**

Item	Cost	Item	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Type of booth:**  Commercial  Constructed Space requirements: \_\_\_\_\_  
 Please describe the size and shape of your booth, including measurements of trailer hitches, etc.: \_\_\_\_\_

\_\_\_\_\_

Electricity needed 110 / 220 (circle one or both)  Open grill  
 All appliances have been checked for GFI compatibility and are in proper working order

Other requirements: \_\_\_\_\_

Names of all personnel staying in the park overnight: \_\_\_\_\_

**I/We have read and agree to all of the requirements.**

In consideration of the acceptance of this application, the applicant agrees to save and hold harmless the Three Rivers Folklife Society and the City of Richland, their officers, employees and agents from any loss or damage to persons or property caused by the movement, set-up, tear-down or operation of this applicant's unit in connection with the Tumbleweed Music Festival and further agrees to defend said society and the City of Richland from any claims for such damages.

<b>Amount enclosed</b>	Application Fee (\$200.00)	_____
	After July 15 <sup>th</sup> Late Fee (\$20.00)	_____
	Total	_____

\_\_\_\_\_  
**Authorized Representative (print)** **Authorized Signature** **Date**

**YOUR APPLICATION WILL NOT BE CONSIDERED COMPLETE WITHOUT PROOF OF LIABILITY INSURANCE. OTHER VENDORS MAY BE ELIGIBLE FOR YOUR SPOT IF YOU HAVE NOT INCLUDED IT WITH YOUR APPLICATION!!!**