



2010 Tumbleweed Music Festival

Three Rivers Folklife Society

P.O. Box 1098, Richland, WA 99352

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

April 2010

Dear Concessionaire,

We invite you to participate in the 2010 Tumbleweed Music Festival. This year's event will be held on Saturday and Sunday of Labor Day weekend, September 4th and 5th, 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 fourteenth 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 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.

Enclosed is the Concessionaire vendor application form. Applications are due July 1st, 2010. Applications will be accepted after that date, but will require a \$20 late fee with the application. Application fees are to be submitted with the application. Application fees will be returned to vendors that are not accepted in the show by July 31st. 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.

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.

Thanks again for your interest and we hope to see you at the 2010 Tumbleweed Music Festival.

Sincerely,

Duane Horton
2010 Tumbleweed Coordinator
festival@3rfs.org

Mary Peters
Tumbleweed Food Vendor Coordinator
509-308-7188 (Cell)
509-375-7765 (Home)

Tumbleweed Music Festival
September 4th and 5th
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.** Food vendors may not set up without the proof of liability in their 2010 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.
9. Vendors must submit their City of Richland business license number with the application. Three Rivers Folklife Society will obtain a blanket business license from the City for September 4 and 5 for those vendors who do not have a City business license. There is a \$10 fee, to be submitted with application, for those vendors wishing to be included on the blanket business license.
10. 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 lighting to highlight your booth at night.
11. New applicants are encouraged to include dimensions and a photo or slide of your booth. Returning vendors need only submit changes to their booths.
12. Fees are \$200 for the two days of the festival and all fees are due with the applications. Applications received after July 1st, well be assessed a \$20 late fee. **There will be no refunds for vendors that are accepted in the show. Fees for vendors not accepted will be returned by July 31st.**
13. Application deadline is July 1, 2010 with acceptance information going out ASAP afterwards.



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3RFS Use Only
Date Rec'd / /10
Amt. Enclosed \$
Amt. Due \$
Insurance complete?:
Initials:
Conf. sent:

Food Concessionaire Application/Contract

Business Name: _____

Contact Name: _____ Phone (day): _____ (cell): _____

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 (\$10 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 1st**)

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.

Amount enclosed	Application Fee (\$200.00)	_____
	After July 1 st Late Fee (\$20.00)	_____
	License Fee (\$10.00)	_____
	Total	_____

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