



Bunbury Music Festival 2015 Vendor Application

Deadline to apply is Friday, March 27, 2015 at 5 p.m. EST.

Overview

Thank you for your interest in vending at the Bunbury Music Festival in 2015. We are excited to bring Bunbury to Cincinnati's Sawyer Point and Yeatman's Cove. June 5-7, the banks of the Ohio River will be transformed into an awesome music and festival experience.

We are recruiting and searching for the most respected and admired vendors the city and region has to offer. This is your chance to put your product, service or message in front of 20,000+ people each day. Participating vendors also have the added value of awareness through the Bunbury Web site and promotional activities. We'll only be successful if you are successful!

We have put together some general vendor information for you to review before submitting the [online application](#). If you are selected as a 2015 Bunbury vendor, more comprehensive materials will be provided with the contract.

Festival Dates and Times

Friday, June 5: 2 p.m. to midnight

Saturday, June 6: 2 p.m. to midnight

Sunday, June 7: 2 p.m. to 11:00 p.m.

Application Timeline

Application Deadline: Friday, March 27, 2015 at 5 p.m. EST

Vendor Notifications: Beginning Monday, March 30, 2015. All vendors will be notified of their status by Friday, April 10, 2015.

Booth Fees and Completed Paperwork: 5 business days after being notified. You will forfeit your slot if you fail to do so.

Assigned Booth and Load-In Time: Friday, May 22, 2015

Load-In: Per assigned time on Thursday, June 4, 2015

Load-Out: Per assigned time on Sunday, June 7, 2015. Must be out by 2 a.m. Monday morning.

Paperwork

Required items will include:

- Signed contract and payment-in-full
- Certificate of Insurance
- Extra power requests and payment for these requests
- If your primary location is outside of Cincinnati, you will need a letter from an establishment in Cincinnati saying you can use their facility to prep food and a copy of their 2015 health permit.

Eco-Friendly

Vendors will be required to adhere to the following regulations. During the event, each booth will be monitored for compliance.

- Plastic bags to a minimum and Styrofoam is prohibited.
- Serving containers and paper napkins must be compostable.
- Cups must be #1 recyclable or compostable.
- Focus on finger foods so cutlery is not needed. If you do use cutlery, it must be eco-friendly.
- Avoid condiments in packets and use squeezable bottles or 'pumps'.
- Vendors must use non-toxic cleansers.
- We strongly encourage sourcing all supplies and food LOCALLY.
- Finally, please break down cardboard boxes and leave behind your booth so we can recycle.

Additional Rules and Regulations

- Bunbury is a rain or shine event and booth fees are not refundable.
- You must [secure a proper health permit from the Cincinnati Health Department](#). **Begin this process no later than 30-day before the festival.** Vendors are responsible for health department approved flooring if applicable. If you fail to do so and you are not allowed to vend, you will not receive a refund.
- You must [secure a permit](#) from the Cincinnati Fire Department if [cooking at the event site](#). **Begin this process no later than 30-days before the festival.** If you fail to do so and you are not allowed to vend, you will not receive a refund.
- Booth space may not be subleased or combined with a business other than the company doing-business-as (DBA) named on the application and contract. This includes other operating business owned under the same corporation operating under a different DBA.
- Distribution of stickers is prohibited.
- Vendors are responsible for breaking down clean cardboard boxes and stacking them behind their booth for removal.
- No soliciting of festival patrons by use of bull horns, oral solicitation, customer incentives or perceived added value in exchange for business. This behavior is grounds for immediate dismissal and you will not receive a refund.
- No motorized vehicles are permitted during event hours. We recommend using dollies, carts, etc. If pre-arranged, vendors may be able to leverage festival golf carts.

- Overnight security is provided, but Bunbury is not liable for theft or damage to equipment and/or inventory when vendor booths are not attended by vendor staff.
- Staff credentials are non-transferable and are to be used by working staff only. Up to six (6) credentials will be issued.

Product Guidelines and Limitations

Vendors can only sell what has been approved by the festival. The other side of this is vendors cannot give away any item. So food vendors can't give away merch (t-shirts, hats, etc.) and merch vendors can't give away food and water. If there is an item that we cannot permit, we will notify you before you sign the contract and pay your fees.

Vendors **may not sell bottled beverages** including alcohol, water, etc. If approved to sell non-alcoholic, fresh coffee, tea, juices, smoothies, etc., beverages must be served in a cup.

Vendors may not sell any item with the Bunbury logo. Additionally, vendors may not sell any item with the name or image of any act performing at the festival. Drug paraphernalia, tobacco products, weapons or studded jewelry of any kind is also prohibited.

Vendors must provide their own monetary change for customer transactions. Bunbury will not provide or arrange for cash change. Please plan accordingly with your banking institution.

Food Vendors

Vendors will be allowed to offer 3-5 individually priced and unique items. Food items should allow for quick preparation in order to accommodate the large crowds. The festival's goal is great food and service at a reasonable price.

- Rolled roofing must be placed under all food booths. In addition, plywood and roll roofing must be placed under all grills, cooking equipment and grease/gray water containers.
- Vendors are responsible for transporting grease, coals, and grey water to the pre-determined disposal site.
- Cleaning of cooking equipment is to be done off site.
- Cooking vendors must provide their own fire extinguisher approved by the Fire Department.

Booth Types, Sizes and Fees

Yeatman's Cove – Main Stage

Hosts the main stage where headliners perform. Sales begin at 1 p.m. each day and close at 11:30 p.m. Friday and Saturday and 10:30 p.m. on Sunday:

- Advocacy/Business Promotion Booth* or Food Cart (10' x 10'): \$1,250.00
- Merch Booth (10' x 10'): \$1,500.00
- Mobile Food Truck**: \$2,000.00
- Food Booth (10' x 20'): \$2,250.00
- Food Booth (20' x 20'): \$3,250.00

Yeatman's Cove – River Stage

Hosts the scenic river stage. Sales begin at 1 p.m. each day and close at 11:30 p.m. Friday and Saturday and 10:30 p.m. on Sunday:

- Advocacy/Business Promotion Booth* or Food Cart (10' x 10'): \$1,000.00
- Merch Booth (10' x 10'): \$1,250.00
- Mobile Food Truck**: \$1,750.00
- Food Booth (10' x 20'): \$2,000.00
- Food Booth (20' x 20'): \$3,000.00

Sawyer Point

Hosts two stages and the Craft Beer Village. Sales begin at 1 p.m. each day and close at 11:30 p.m. Friday and Saturday and 10:30 p.m. on Sunday. Music ends approximately an hour earlier and vendors have the option of closing at that time:

- Advocacy/Business Promotion Booth* or Food Cart (10' x 10'): \$1,000.00
- Merch Booth (10' x 10'): \$1,250.00
- Mobile Food Truck**: \$1,750.00
- Food Booth (10' x 20'): \$2,000.00
- Food Booth (20' x 20'): \$3,000.00

Booth fee includes tent (no side walls), counter/table, two (2) chairs, exterior signage, lighting, one (1) 110V 20 amp circuit (additional power is an additional fee) and garbage receptacle. As stated earlier, the festival will assign booth locations.

Booth fee also includes one (1) parking space. This can be used for transporting staff or storage of goods. There is a load-in area that can be used to bring in product throughout the day.

Food vendors are responsible for supplying their own registers, tips jars, etc.

* No sales are permitted.

** Mobile trucks cannot leave event ground until load-out on Sunday evening.

Booth Signage

In order to keep the Bunbury brand consistent and the festival experience seamless, Bunbury will design and provide front signage. Vendors may not use additional tents or exterior signage (including flags, banners, etc.); however, may provide signage for the back of the booth.

Booth Support

The festival will sell propane at the beginning of each day and ice throughout the day. Please let us know in advance if you need any of these services.