



## Bunbury Music Festival 2020 Vendor Application

Deadline to apply is Friday, January 31, 2020 at 5 p.m. EST.

### Overview

Thank you for your interest in vending at the Bunbury Music Festival in 2020. We are excited to bring Bunbury to Cincinnati's Sawyer Point and Yeatman's Cove. June 5-6, 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 18,000+ 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 2020 Bunbury vendor, more comprehensive materials will be provided with the contract.

### Festival Dates and Times

Friday, June 5: 12:30 p.m. to 11:00 p.m. or when music ends.

Saturday, June 6: 12:30 p.m. to 11:00 p.m. or when music ends.

Sunday, June 7: 1 p.m. to 11:00 p.m. or when music ends.

### Application Timeline

**Application Deadline:** Friday, January 31, 2020 at 5 p.m. EST

**Vendor Notifications:** Beginning Monday, February 3, 2020. All vendors will be notified of their status by Monday, February 17, 2020.

**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:** Thursday, May 28, 2020. A pre-event meeting – by person or over the phone – may also be required and scheduled at this time.

**Load-In:** Per assigned time on Thursday, June 4, 2020. **IMPORTANT! Vendors that miss their assigned Load-In window will incur a \$250 non-refundable charge that must be paid in cash before loading in.**

**Load-Out:** Per assigned time on Sunday, June 7, 2020. Must be out by 2 a.m. Monday morning.

## Paperwork

Required items will include:

- Signed contract and payment-in-full.
- Certificate of Insurance.
- Food Vendors must submit a copy of their Mobile Health Permit.
- Food Vendors cooking with fire must submit a Fire Application 60-days prior.
- 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 2020 health permit.

## Insurance

Each vendor will be required to carry Commercial Liability Insurance provided by a Primary Commercial Liability or in combination with a Commercial Umbrella Liability policy in the minimum amount of \$2,000,000 (**\$1,000,000 for non-food**) for Bodily Injury or Property Damage Liability Combined. The following must be named additionally insureds (excluding Workers' Compensation): The City of Cincinnati, Cincinnati Park Board, PromoWest Productions LLC, BU BB Acquisitions Company LLC, ESK Presents LLC, and Nagle Music LLC. All insurance policies must include a "Waiver of Subrogation" endorsement in favor of all additional insured listed above. A copy of this policy must be submitted to Bunbury before the event starts.

## 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.
- Food vendors, you must [secure a proper health permit from the Cincinnati Health Department](#). **Begin this process no later than 60-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.

- Food vendors, you must [secure a permit from the Cincinnati Fire Department](#). **Begin this process no later than 60-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.

## 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. 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 sell bottled beverages purchased from the festival** (e.g., water, soda, etc.) excluding alcohol. The price point will be the same as festival-run locations. 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.

## 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.

## Space Types, Sizes, and Fees

### Non-Food

- 10'x10' space + up to 2 worker badges: \$1,500.00
- 10'x20' space + up to 4 worker badges: \$2,250.00
- 20'x20' Space + up to 4 worker badges: \$3,000.00

### Food

- 10'x10' Cart + up to 2 worker badges: \$2,500.00
- Food Truck + up to 6 worker badges: \$3,750.00
- 10'x20' Space + up to 8 worker badges: \$4,000.00
  - Additional 10'x10' work area: \$2,000.00 upcharge

### Tent Type

You will be able to choose between a festival booth (left) or a canopy (right).



### Additional Worker Badges: \$50.00/day

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

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.

**Please note that 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 for tents only. Vendors may bring additional signage for the back of the booth.

## Booth Support

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

During the event, vendors can come to Vendor Services on Butler Street to make any purchases. If you anticipate using more than 200 lbs. of ice per day, please notify Debbie Branscum at [debbie@cincyeventsmanagement.com](mailto:debbie@cincyeventsmanagement.com) by March 1, 2020.