



WWW.ROOTSNBLUESNBBQ.COM

We invite you to have the opportunity to offer your wonderful food and brand your company to the thousands who attend the 2009 Roots 'n Blues 'n BBQ Festival! Please find enclosed information pertaining to this year's festival as well as an application. **Please be aware the application and payment deadline is August 21, 2009.** Vendor space is limited and due to the success of last year's event, vendor interest is high.

### 2009 FESTIVAL DATES & HOURS

Friday, September 25<sup>th</sup>: 5:00 to 10:00 p.m.

Saturday, September 26<sup>th</sup>: 11:00 a.m. to 10:00 p.m.

Enclosed you will find information concerning the Food Vendor requirements as well as an application for participation. Please read the information carefully before completing the application. *Incomplete applications will not be considered.* All applications must be submitted to the address below.

**All food vendors interested in participating in the 2009 RNBNNBBQ Festival must submit a completed application form, a proposed menu with pricing, and a current photograph or layout of their area by the application deadline of August 21<sup>st</sup>, 2009. Unless otherwise posted, any application received after August 21<sup>st</sup> will not be accepted for the 2009 Festival.**

### FOOD VENDOR FEES and OTHER INFORMATION:

Food Vendor fees are based on **TOTAL** space required for vending, prep and storage space.

### SPACE FEES: (**MUST** include tongue, if trailer)

10'x10' = \$1,250 ■ 10' x 15' = \$1,875 ■ 10'x20' = \$2,500 ■ 10'x25' = \$3,125

10'x30' = \$3,750 ■ 10' x 35' = \$4,375 ■ 10'x40' = \$5,000

**\*\*Limited Premium spots within the ticketed area--ONLY 10'x40' spots allowed.**

- Maximum depth of 10' allowed.
- Each vendor must provide their own tables, tents, lighting, fans, etc. Each vendor providing own tent **MUST** have a tent permit issued from the City of Columbia Protective Inspections. Please read guidelines for tent usage at [www.gocolumbiamo.com](http://www.gocolumbiamo.com)
- *If you are found to be using more space than originally stated, you will be charged for the additional space used. Fee will be collected prior to festival starting. If you fail to pay, you will be asked to leave the premises and no refund will be given.*

•Electrical service is included in the participation fee. Each Food Vendor will have access to a total of 30 AMPS of power. *All vendors are prohibited from bringing their own generators on-site.*

#### **CLEAN-UP/ELECTRICAL DEPOSIT:**

- There is a \$250 deposit per vendor space (\$125 is non-refundable and is for running water access and trash pick-up during Festival hours). The other \$125 is refundable based upon two things: 1) The cleanliness of your vendor space upon your departure and 2) Whether or not your space(s) required more than the 30 AMPS of power provided by the Festival.
- Deposit refund will be issued by mail within 30 days following the Festival.

**NOTE:** In the past, we have experienced problems with vendors who have used more power than they initially requested. This trips the breakers and causes many problems and delays that we would like to avoid. To help ensure a smoother and safer event for everyone, in the space provided on your application, please give a detailed description of everything you are planning to plug in. Please also note that every vendor is responsible for covering all cables and wires in his or her booth by using wire mats or covers and any cables or wires running into your booth **MUST** be covered at all times. Extension cords, splitters, etc. will **NOT** be provided. Please plan on bringing a minimum of 50' of extension cords to the event and make sure that you have come prepared with power strips, or any additional equipment you may require.

**\*\*MAXIMUM POWER PER VENDOR IS 30 AMPS\*\***

1. Please list the types of electrical items you will be using (i.e. oven, refrigerator, grill, etc.).
2. Look at the name plate rating located on each piece of equipment to determine the wattage and amperage needed for that item.
3. All service must be converted to amps. If the amperage is not included on your equipment, the Formula Watts divided by Volts should be used in order to get the correct amperage.  
EXAMPLE: Bun Warmer 300 watts/120 volts = 2.5 amps  
5 Lamps x 100 watts each = 500 watts/120 volts = 4.2 amps
4. If you have a trailer that comes with a cord, please specify in the list below. It must be a ground faulted connection with 120 volt outlet.

**LICENSING AND PERMITS:** Participating food vendors are expected to comply with all rules and regulations of the Columbia Police Department, Columbia Fire Department, Columbia/Boone County/State of Missouri Health Department and any other governing authorities' rules and regulations which might apply. *Vendors will be required to pay any and all permit fees at time of application.*

- Health Department and Business License: \$30 per vendor space.

*All above fees, including deposits are due with the signed contract no later than 5:00pm August 21, 2009.*

#### **PRODUCT EXCLUSIVITY**

Vendors interested in selling particular menu items exclusively should submit their request in writing for review. Vendors granted exclusivity for a particular item will pay a negotiated fee per booth.

## **ADDITIONAL REQUIREMENT and REGULATIONS:**

- Booth spaces are sold for all two (2) days of the festival. Vendors may not sublet, assign, donate or trade your assigned space.
- Roots 'n Blues 'n BBQ is an outdoor street festival on streets which may be sloped or uneven.
- Roots 'n Blues 'n BBQ will proceed rain or shine.
- ***Absolutely NO vendor fee refunds will be given under ANY circumstance.***
- No power hookups will be provided for storage vehicles on or off-site.
- Participating food vendors will be required to furnish to RNBNNBBQ a certificate of insurance evidencing a minimum \$1,000,000 combined single limit general liability coverage naming Roots 'n Blues 'n BBQ Festival/Thumper Entertainment, and the City of Columbia, MO as additionally insured.
- All participating food vendors must display professional looking menu boards specifying menu items and prices. Menu boards must be displayed at all times.
- Food vendors will NOT be allowed to sell, give away or consume alcoholic beverages.
- All soft drink sales will be 20 oz bottles and all water sales will be 16.9 oz bottles. Soft drinks and water products must be purchased through our official soft drink sponsor, Pepsi. Purchasing Pepsi products from other sources for resale is prohibited.
- Food vendors will NOT be allowed to sell any non-food items without written permission from Roots 'n Blues 'n BBQ. Use of the name "Roots 'n Blues 'n BBQ Festival" or any variation thereof, on any signage, T-shirts, printed materials, etc. will not be allowed.

**2009 Food Vendor Application    \*\*Deadline is August 21<sup>st</sup>\*\***



**WWW.ROOTSNBLUESNBBQ.COM**

**Company:**

**Address:**

**City/State/Zip:**

**Contact:**

**Phone:**

**Mobile:**

**\*E-mail:**

**Email will be our primary method for distributing information. Please provide the email address you most frequently access.**

**SPACE REQUIREMENTS (MUST include tongue, if trailer)**

- \_\_\_\_\_ 10ft of frontage x 10ft of depth=\$1,250.00
- \_\_\_\_\_ 15ft of frontage x 10ft of depth=\$1,875.00
- \_\_\_\_\_ 20ft of frontage x 10ft of depth=\$2,500.00
- \_\_\_\_\_ 25ft of frontage x 10ft of depth=\$3,125.00
- \_\_\_\_\_ 30ft of frontage x 10ft of depth=\$3,750.00
- \_\_\_\_\_ 35ft of frontage x 10ft of depth=\$4,375.00
- \_\_\_\_\_ 40ft of frontage x 10ft of depth=\$5,000.00
- \_\_\_\_\_ Ticketed area location 40ft of frontage x 10ft of depth=\$5,000.00

**ELECTRICAL REQUIREMENTS**

**Indicate TOTAL electrical power needed for your stand:**

**Equipment to be powered:**

**Electrical requirements:**

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**PROPOSED MENU ITEMS AND PRICING**

- 1. \$
- 2. \$
- 3. \$
- 4. \$
- 5. \$
- 6. \$

**SALES TAX ID or SS # \_\_\_\_\_ (required)**

MY SIGNATURE BELOW INDICATES THAT I HAVE READ THE ACCOMPANYING INFORMATION, THE INFORMATION I HAVE PROVIDED ON THIS APPLICATION IS CORRECT AND I AGREE THAT I AM RESPONSIBLE FOR THE TRANSPORTATION, INSURANCE AND SALE OF MY PRODUCTS. I ALSO UNDERSTAND THAT I AM REPSONSIBLE FOR COLLECTING AND REPORTING SALES TAX ON ALL TRANSACTIONS MADE DURING THE FESTIVAL.

General Release and Acceptance of Rules:

I/we the applicant(s) have read the conditions of vending and agree to abide by said conditions. In addition I/we the applicant(s) do expressly give release to Thumper Productions, LLC (producers of the Roots ‘N Blues ‘N BBQ Festival), its personnel and parties associated with it, the City of Columbia, and The District from any and all liability for any damage, injury, or loss to any person, business or property which may arise from the occupation of the exhibit space by the applicant(s) and agree to hold and save the festival harmless of any damage, injury or loss by reason thereof. I/we understand that if this application is not accepted, all fees will be returned by mail. If this application is accepted I/we give permission to use my name, business name, photographs, videotape or images of me or my products for any all purposes.

I/we the undersigned, agree to abide by the City of Columbia Health Department guidelines, festival vending procedures and beverage procedures contained in the enclosed documents. Any deviation will result in the forfeiture of vending fees and space.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed application and payment to:  
Roots ‘n Blues ‘n BBQ  
C/o Thumper Entertainment  
Attn: Patty King  
910 E. Broadway, Suite 10  
Columbia, MO 65202

**Any questions may be emailed to [vendors@rootsnbluesnbbq.com](mailto:vendors@rootsnbluesnbbq.com) or call, 573-442-5862**

**Payment:**

\_\_\_\_\_ Check **\*\*Please make payable to Thumper Entertainment LLC.**

\_\_\_\_\_ Cash

\_\_\_\_\_ Credit Card (Visa or Master Card)

Account # on credit card \_\_\_\_\_ Expiration \_\_\_\_\_

**I authorize Thumper Productions LLC to process this payment to my credit card**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**CHECKLIST**

- \_\_\_\_\_ Vendor Application—complete and signed
- \_\_\_\_\_ Payment for vendor space
- \_\_\_\_\_ \$250 deposit
- \_\_\_\_\_ \$30 payment for business license/health dept.
- \_\_\_\_\_ Pepsi order for starting inventory if choosing to sell beverages
- \_\_\_\_\_ Payment for beverage order
- \_\_\_\_\_ Sales Tax Permit/ID
- \_\_\_\_\_ Proof of liability insurance

**Roots ‘n Blues ‘n BBQ reserves the right to reject any and all applications submitted. Applications and payment must be delivered no later than August 21, 2009.**

**VENDOR BEVERAGE PROCEDURES for ROOTS ‘N BLUES ‘N BBQ 2009**

All Vendors will use our exclusive beverage Sponsor, Pepsi if choosing to sell beverages in your booth. **No other beverages may be sold. No vendor may sell alcoholic beverages.**

When completing a vendor application and submitting payment for vendor space each vendor choosing to sell Pepsi Products will fill out the beverage order enclosed in this packet for an initial delivery at the beginning of the festival along with a payment check for the order.

Pepsi will deliver this order to your booth on Friday, September 25th between 12pm-2:00pm.

Between 9-10 pm on Friday evening, a festival beverage rep. will come to your booth to take your beverage order and payment for Saturday morning Pepsi delivery.

Pepsi will deliver Saturday morning between 9am-10am for orders that were submitted and paid for on Friday evening.

If needing Pepsi products or ice after the initial opening delivery each day, the Pepsi Trailer and Ice Trailer will be conveniently located near the Corner of Locust and 6<sup>th</sup> streets. You may purchase product between 6pm-10pm Friday Night and Saturday from 1:00pm-8:00pm. All products must be paid for upon pick up. You will need a dolly or other method for transport back to your booth.

***The festival will NOT be purchasing back any unused Pepsi product/flats at close of festival.***

All Pepsi Products must be purchased through the festival and will be sold to the public through your vendor space at **\$3.00 per bottle**. Any deviation will result in the forfeiture of your vending fees and space.

You will purchase flats (24- 20oz bottles) at 45.00/case (Pepsi, Diet Pepsi, Pepsi One, Sierra Mist, Mug Root Beer, Tropicana Lemonade, Gatorade) and Aquafina water at \$26.50/case (24- 1/2 liter bottles). You are responsible for your own containers, barrels, ice, etc...

\_\_\_\_\_, Yes, I would like to sell Pepsi Products through my vending space  
And agree to the beverage vending procedures stated above.

\_\_\_\_\_, No, I will not sell ANY beverages at the festival.

Company Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

\*\*Application deadline is August 21, 2009. Payments must be submitted with application.

**PEPSI OPENING INVENTORY for ROOTS 'N BLUES 'N BBQ 2009**  
Delivered to vending site Friday, Sept. 25th, 2009 between 12:00pm-2:00pm

BUSINESS NAME: \_\_\_\_\_

Contact person: \_\_\_\_\_ Cell phone: \_\_\_\_\_

	Number of flats (24 units per flat)		total price
20oz. Pepsi	_____	45.00 each	_____
20oz. Diet Pepsi	_____	45.00 each	_____
20oz. Pepsi One	_____	45.00 each	_____
20oz. Sierra Mist	_____	45.00 each	_____
20oz. Gatorade	_____	45.00 each	_____
20oz Mug	_____	45.00 each	_____
20oz Tropicana Lemonade	_____	45.00 each	_____
16.9oz. Aquafina	_____	26.50 each	_____

**TOTAL CASES** \_\_\_\_\_ **TOTAL AMOUNT DUE** \_\_\_\_\_

Delivery will be made Friday September 25th, 2009 between 12:00pm-2:00pm.  
Please make arrangements to be in your vendor space at that time.

## ROOTS 'N BLUES 'N BBQ FESTIVAL POLICIES & PROCEDURES:

### FOOD VENDORS

Your signature on the enclosed application indicates your compliance with the following:

### 2009 FESTIVAL HOURS

Friday, September 25th 5:00 p.m. - 10:00 p.m.

Saturday, September 26th 11:00 a.m. - 10:00 p.m.

### SPACE ALLOCATION

1. RBNBBQ allocates a specific space to each accepted vendor. This booth space is sold for all two (2) days of the festival only.
2. RBNBBQ is an outdoor street festival in Columbia, Missouri on streets which may be sloped or uneven.
3. All decisions are final.
4. Under no circumstances will RBNBBQ be required to provide vendors with a specific space or area.

### TENTS AND CANOPIES

Please visit the following website for tent & canopy guidelines:

<http://www.gocolumbiamo.com/PublicWorks/Inspection/>

- The Columbia Fire Department requires that all tents be factory certified fire resistant with manufacturer's original tag. Absolutely no exceptions will be made.
- Tents in excess of 400 sq. ft. and canopies in excess of 700 sq. ft. require a permit.
- Tents and canopies shall be flame retardant and bear a permanently affixed label.
- Tents and canopies shall be adequately anchored and braced. Since no staking is allowed, a system such as buckets filled with concrete is recommended.
- All decorations shall be flame retardant.
- Fire extinguishers shall be provided. One for 2-500 sq. ft., two for 500-1000 sq. ft. and one for each additional 2000 sq. ft.

### PERMITS AND LICENSING REQUIREMENTS

1. All food vendors must comply with Boone County Health Regulations enclosed with this application. It is advised that each vendor read the guidelines for food handling/safety located on the following website: [http://www.gocolumbiamo.com/Health/Food\\_Safety/Temp\\_Food\\_Operations/index.php](http://www.gocolumbiamo.com/Health/Food_Safety/Temp_Food_Operations/index.php) Please review this carefully and fill out the Food Vendor Questionnaire completely. This form must be submitted to the Health Department Environmental Health Services for review. If you have any questions, contact them at (573) 874-7346.
2. All food vendors must apply for and hold an official Boone County Health Department Temporary Vending Permit. These permits will be issued upon inspection prior to the opening of the festival on Friday. No vendor may sell any food items until they receive this permit.

### INSURANCE/LIABILITY

All food vendors must submit a current Certificate of Insurance covering the dates of September 25 and 26, 2009 naming ROOTS 'N BLUES 'N BBQ FESTIVAL, THUMPER ENTERTAINMENT, AND THE CITY OF COLUMBIA as additionally insured and as certificate holder with liability coverage of \$1,000,000.

## OPENING AND CLOSING OPERATIONS

1. Participating vendors may begin set-up no earlier than 10:00a.m. on Friday, Sept.25, 2009. Do not arrive early for set-up.
2. Set-up must be completed before 3 p.m. on Friday of the event. Vendors must be ready for business at least one hour prior to the festival starting times each day.
3. All booths will be 10' deep from curb to front of space. All operations and on-site storage must occur within this space. This includes condiment tables, food preparation areas, food storage, and employee rest areas.
4. No equipment may be set-up outside of the vendors' designated space and all sidewalks must remain free and unobstructed at all times. Any vendor blocking the sidewalk or utilizing space outside of their designated area will be subject to a \$100 fine per occurrence and possible exclusion from future festivals.
5. Booths must be open and ready for business no later than 5 p.m. on Friday of the event and continue to operate during all operating hours of the festival.

## VEHICLES

1. Vehicles may be brought inside the festival area for booth setup, but must be removed according to the following schedule:

Friday, July 25 by 3:00 p.m.

Saturday, July 26 by 9:00 a.m.

*Absolutely no vehicles will be allowed into the festival area after these times, during festival operating hours, or until at least 30 minutes after the official festival close each day.*

2. Failure to remove vehicle by times stated above will result in towing of said vehicle at the owners' expense.
3. Each participating vendor will have access to ONE parking spot in the parking lot at the corner of 6<sup>th</sup> and Locust. No trailers or oversized vehicles are allowed in this parking area.
4. No power hookups will be provided for storage vehicles on or off-site.

## OPERATION AND MAINTENANCE OF SPACE

1. All activities must be conducted ONLY from within the vendor space. No roving vendors or exhibitors. Roving vendors or exhibitors not sanctioned by RBNBBQ will be subject to fine or ejection. In addition, all equipment must remain within the area designated as the vendor's space. Any equipment set-up or stored outside this space will subject the vendor to a \$100 fine per occurrence.
2. Vendor shall be responsible for set-up and removal of its own equipment, fixtures, inventory, and other property.
3. Decorations and adornments to selling units must be in good taste. Vendor is responsible for the neat, safe, and orderly condition of its space and vending unit.
4. The participating vendor shall comply with all laws, ordinances, rules, and regulations of any lawful authority, agency, or governmental unit which apply to the use of its vending unit requirements, including without limitation, any applicable fire and building codes of the City of Columbia. The vendor agrees to indemnify and hold harmless RBNBBQ, the City of Columbia, its officers, directors, representatives, employees and agents for any penalties, fines, costs, expenses, or damages from participating vendors failing to comply with such laws.
5. Restocking of supplies during festival hours will ONLY be done by hand truck or other similar method. Motorized vehicles are prohibited.
6. The participating vendor shall NOT sublet, assign, donate or trade its assigned space.
7. Participating vendors shall provide adequate personnel for the operating hours of RBNBBQ. All vendor personnel are bound by these policies, procedures, and requirements.
8. The vendor may not change or relocate its assigned space to another location.

## PRODUCTS

1. Completed applications must include a listing of products and the cost associated with each. Vendors may sell only those food items listed on their application and the quality of products and consistent pricing must be maintained throughout the festival. Any changes must be approved in advance by the Vendor Chair(s) or festival staff.
2. SALE OF ALCOHOLIC BEVERAGES IS NOT PERMITTED and NO BEVERAGES MAY BE SOLD IN GLASS CONTAINERS.
3. All soft drink and water sales will be plastic bottles and must be purchased through our official soft drink sponsor, Pepsi. Purchasing Pepsi products from other sources for resale is prohibited. All soft drinks and water will be sold for \$3/bottle. NO EXCEPTIONS.
4. The festival will NOT be buying back any unused Pepsi soft drinks or water.

## WATER AND SANITATION

1. Sanitation—hand washing stations will be located throughout the 7<sup>th</sup> St. and Cherry St. Vendor Village.
2. Waste Water disposal has been provided by the City of Columbia Water & Light and is located on the East and West side of the Flat Branch Park area. It is the vendor's responsibility to contain waste water in accordance to the Health Dept. and dispose of waste water only in the areas provided by the City. Vendors are responsible to transport this waste water themselves.
3. Potable water has been provided by the City of Columbia Water & Light and is located on the East and West side of the Flat Branch Park area. It is the vendor's responsibility to transport their own water needs to their booths.

## ELECTRICITY

1. Electricity is limited. Your electrical usage must be completed in its entirety on your application.
2. Generators are not allowed.
3. Should you arrive at the festival and require more than 30 AMPS of service already provided by the festival, you will forfeit your \$125 deposit.

## CLEANUP

1. Vendor shall furnish its own trash containers and liners and must bag all of their rubbish on a regular basis during the festival.
2. Vendor shall, at the end of each day and at festival's end, remove or bag all rubbish and trash from its allocated space leaving the bagged trash at the curbside nearest its allocated space. Vendors failing to comply with this request will forfeit their \$125 deposit.
3. The city will provide two disposal sites for hot coals; these will be located in the parking lot just east of 4<sup>th</sup> street and south of Cherry St. & Locust and at the corner of 5<sup>th</sup> and Locust. YOU MAY NOT DISPOSE OF HOT COALS ON THE STREET, GRASS, SIDEWALKS OR TRASH BINS.
4. Vendor will leave space in same or better condition than it was found prior to the festival. If the vendor leaves the space in such condition that it requires additional expense on the part of the RNBNNBBQ Festival to effect proper cleanup, vendor will forfeit their \$125 deposit.
5. The participating vendor may not leave anything in their space for another vendor to pick-up. (Example: Bread Racks)

## SECURITY

RNBNNBBQ will provide round-the-clock security guards or police coverage. However, RNBNNBBQ, the City of Columbia, its officers, directors, representatives, employees, and agents will NOT be responsible for losses of any kind, whether by fire, theft, physical violence, elements of nature or any other cause,

however originating. Vendor acknowledges that it is aware that street sweepers and washers will be coming through the streets each night of the festival and may cause damage to equipment, fixtures, etc.

#### WEATHER

RNBNNBBQ will proceed rain or shine. Vendors are responsible for their own booth's rain protection. If weather becomes too severe to continue booth operations, the City of Columbia will be responsible for making the final determination on the continuance of the festival. **ABSOLUTELY NO REFUNDS WILL BE GIVEN.**

#### EVALUATION

All vendors will be evaluated to aid in determining participation in future festivals. Aspects that will affect the evaluation score include, but are not limited to, serving items listed on application, cleanliness, willingness to work with festival officials, and adherence to festival rules.