



## Promowest Fest 2016 Vendor Application

Deadline to apply is Friday, May 6, 2016 at 5 p.m. EST.

### Overview

Thank you for your interest in vending at Promowest Fest 2016. We are excited to bring Promowest Fest to Columbus' McFerson Commons and North Bank Park. July 15-17, 2016, the Arena District 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 Promowest Fest 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 2016 Promowest Fest vendor, more comprehensive materials will be provided with the contract.

### Festival Dates and Times

Friday, July 15: 2 p.m. to 11:00 p.m.

Saturday, July 16: 1 p.m. to 11:00 p.m.

Sunday, July 17: 1 p.m. to 11:00 p.m.

### Application Timeline

**Application Deadline:** Friday, May 6, 2016 at 5 p.m. EST

**Vendor Notifications:** Beginning Monday, May 9, 2016. All vendors will be notified of their status by Friday, May 20, 2016.

**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, July 1, 2016

**Load-In:** Per assigned time on Thursday, July 14, 2016

**Load-Out:** Per assigned time on Sunday, July 15, 2016. 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 Columbus, you will need a letter from an establishment in Columbus saying you can use their facility to prep food and a copy of their 2016 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

- Promowest Fest is a rain or shine event and booth fees are not refundable.
- You must [secure a proper health permit from the Columbus Public 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.
- The festival will secure the fire permit for all vendors that are cooking with open flame or devices emitting heat; however, it is the **vendor's responsibility to have equipment in working order as well as the following:**
  - A fire extinguisher not less than 40 BC
  - A K Class extinguisher for food preparation involving cooking oil is required.
  - Cooking appliances involving cooking oil or open flame shall be outside of tented structures and under metal/corrugated awning. **NO EXCEPTIONS!**
  - LPG tanks shall be secured with a chain or metal wire.
- 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 Promowest Fest 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** (e.g., alcohol, water, soda, etc.). You may request to sell non-alcoholic, fresh coffee, tea, juices, smoothies, etc., beverages and they must be served in a cup.

Vendors may not sell any item with the Promowest Fest 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

- 10'x10' Space: \$500.00
- 10'x20' Space: \$900.00
- If you are selling food/beverages, an additional 20% of gross sales.

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.

Please note that mobile trucks cannot leave event ground until load-out on Sunday evening.

### **Booth Signage**

In order to keep the Promowest Fest brand consistent and the festival experience seamless, Promowest Fest will design and provide front signage. Vendors may bring additional signage for the back of the booth.

### **Promowest Fest Is Cashless**

Promowest Fest is taking the guest experience to the next level with Intellitix's world class, certified cashless payment system. Cashless technology provides a fast, convenient, and secure method of payment for guests to make purchases at the event.

### **How It Works**

To make a purchase at your vendor station, guests will:

- Tap their wristband on an RFID Reader
- Place their order with your vendor staff
- Tap their wristband a second time to confirm the transaction

### **What You Will Get**

Intellitix will provide you with:

- POS Terminal(s): Each POS terminal will contain a custom menu specific to your station.
- RFID Reader(s)
- Installation & Configuration
- POS Training: Here is an instructional training video (<http://youtu.be/c97s7LT3-qY>). There will also be additional on-site training.

### **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.