



Rock the Locks Music Festival 2023 Food Vendor Packet

www.rockthelocks.org

Note: Event staff has sole discretion on all decisions and/or disputes.

Fees: Event staff will notify vendors if their application is accepted. Once vendors receive an official acceptance letter, applicants will have 15 days to pay a \$150.00 non-refundable deposit. The remaining balance and any add-ons must be paid 60 days prior to the event (August 7th, 2023). No late payments are accepted, vendors who do not pay by the deadline will forfeit their deposit and will be excluded from the event. This event will be a cashless event, all vendors will be expected to use our FastBar system to take and process payments. A 20% profit share will be taken from total sales at the end of the event or as vendors need to cash out for additional supplies. Acceptance to The Rock the Locks (RTL) Music Festival is at the sole discretion of the festival coordinators and staff.

Cashless Event: This event will be a cashless event; NO cash transactions will be permitted except vendors can accept cash tips. The City of Umatilla has partnered with FastBar in order to make processing payments for vendors quick and easy. What is FastBar? FastBar is a cashless payment system for events. It helps eliminate long bar lines by making it quick, easy and secure to pay for beverages, food and merchandise at events. For more information please visit our website, rockthelocks.org. Vendors will be able to cash out each day if need be. A 20% profit share will be taken from total sales.

Insurance: All vendors are required to obtain and provide current Certificate of Liability Insurance. This policy must include the City of Umatilla as insured by endorsement. The required limits are 1 million per occurrence and 2 million in aggregate. Proof of insurance must be emailed to luke@umatilla-city.org by August 7th, 2023. Vendors who submit proof of insurance after this date are subject to termination and forfeit of fees paid.

Health Department Application: All food vendors must submit a food service license prior to the event. Food service licenses must be emailed to luke@umatilla-city.org by August 7th, 2023, or be subject to termination and forfeit of fees paid. Vendors must keep a copy of the health department license, application, and receipt readily accessible during the entire event for potential inspections. If there are any questions regarding a food service license, please contact The Umatilla County Public Health Department at (541)-278-6394.

Electricity: During the application process, vendors will have the option to add 10-amp service and/or 30amp service to the vending area for an additional fee. 30-amp extension cords will be provided with the 30-amp service. Vendors also have the option to provide their own power at no additional cost. Please ensure that personal generators used are "quiet generators". If a vendor's generator is deemed louder than the expected requirements, event staff will ask you to remove it.

Water: Potable water is included in vendor fees. Spigots are available approximately 75-150 feet from food vendor stations to fill water tanks. Vendors must share access to spigots as there is only one (1) spigot per every three (3) vendors available. Vendors must bring their own hose and may not leave hoses connected to spigots for extended amounts of time.



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Septic: Septic pumping is available to vendors; however, this service is not included in vendor fees. Septic trucks will come by once a day to empty grey water tanks from vending units. Vendors are responsible for their own septic pumping cost.

Passes: All vendors will receive eight (8) vendor admission passes that are valid for all three (3) days of the festival and a space for camping as part of their registration fee. If you have questions or need additional passes please contact us at 541-922-3226 ext. 120. Vendors may tent camp behind their vending space, or in the designated vendor camping area. If a vendor plans to bring an RV, or camp trailer, they will need to be parked in the designated vendor camping area. This is a dry camp site with no power, water or sewage hook ups. Please plan accordingly.

Space Sizes: Food vending space sizes are 25' wide by 30' feet deep.

Space Assignments: Spaces are assigned based on power needs and vendor sizes. All spaces will be pre-assigned by event staff. Event staff has sole discretion over all space assignments.

Arrival: All vendors are required to arrive and be setup no later than 10:00am Friday morning, the 6th of October. No vendors will be allowed to arrive after this time and will subsequently forfeit their registration fee.

Hours of Operation: Hours of operation during the event are 10:00am to midnight Friday and Saturday, Sunday hours are 10:00am to 1 hour after the last band plays. Vendors are required to be open during listed hours of operation; vendors can open earlier than 10:00am if they so choose.

Departure: Vendors can depart once all of the festival goers have left the venue on Sunday night October 8th. Vendors also have the option to depart Monday morning, October 9th, no later than 10:00am. No vending units will be able to leave the festival during hours of operation, please plan accordingly (Friday, Saturday and Sunday).

Application Review: Food vendor application will be reviewed on June 1st. Applications may be reviewed and approved earlier than June 1st at the discretion of RTL staff. Upon receiving approval of application, vendors will have days to pay your \$150.00 non-refundable deposit. The remaining balance is then due 60 days prior to the RTL event, August 7th, 2023.

Vendor Orientation: There is a mandatory vendor orientation meeting prior to the RTL event. Once vendors are accepted and their deposits are paid vendors will receive a zoom link to the meeting additional details regarding the date and time.

Power Distribution: Below is an example of RTL power distribution centers. Vendors must ensure they have adequate power cords to plug into the distribution centers. All power cords must be properly rated for amperage and outdoor use. All power cords will be inspected by event staff prior to plugging in. **50 amp plugs are not available and only used to link power boxes**






X-Treme Box™ Temporary Power Distribution Centers - 50A 125/250V, (6) 20A Outlet GFCI (L5-20), (1) 30A



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Outlet (L6-30)

50A INLET AND FEED THRU	20A OUTLETS(6)	NAME FACE	30A OUTLET	NAME FACE
50A 125/250V Locking California-Style CS63 Inlet and Outlet 	NEMA 5-20 T Slot single receptacles with dedicated GFCI protection		NEMA L6-30	
	GFCI protection per pair of receptacles			
	NEMA L5-20 single receptacles with dedicated GFCI Protection		NEMA L6-30	
	GFCI protection per pair of receptacles			



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GENERAL INFORMATION, RULES AND REGULATIONS GOVERNING RTL MUSIC FESTIVAL

The rules on this page are hereby made a part of the contract, please make a copy of the contract including this page for your records.

1. All vendors must in place by 10:00 am Friday morning Oct 6th.
2. No vendors may be dismantled prior to 8:00 p.m. Sunday Oct 8th.
3. The vendor agrees to indemnify and hold harmless all sponsors and/or show producer, show facility, their officers, employees and agents from any and all claims, causes of action and suits accruing or resulting from any damage, injury or loss to any person or person, including, but not limited to, person to whom the vendor may be liable under any Workman's Compensation Law and the vendor him or herself and from any loss, damage, cause of goods, wares, or merchandise, caused by, arising out of or in any way connected with the exercise by the vendor of the privileges granted herein.
4. It is mutually understood and agreed that no alteration or variation to the terms of this contract shall be made.
5. Vendor shall not assign or sublet said space or any part thereof, without written permission and duly signed consent from the Rock the Locks (RTL) festival committee.
6. Display Rules: Every vendor must respect other vendor's space. Every vendor is entitled to a reasonable sight-line from the aisle regardless of the size of his/her space. The RTL committee shall have the authority to require changes in vendors booth design should it not comply with display rules. All aisle space belongs to the Rock the Locks Music Festival.
7. No canvassing, solicitation of business or conference in the interest of the business except by exhibiting firms is allowed. Canvassing must be confined to the vendor's space and in no case may be extended to any other part of the show, including the aisle.
8. Placing of advertising material on or in automobiles on the festival grounds is prohibited.
9. The decision of the RTL Committee must be accepted as final in any disagreement between vendors.
10. Cancellation: In the event the vendor cancels its registration or defaults under any terms of this agreement at any time prior to the start of the RTL Music Festival, the RTL Committee shall retain the full amount of the booth price as liquidated damages.
11. Public Address: Public address systems and other sound amplifications are not permitted.
12. Care of space: Vendors must have at least one person in attendance at their vendor space during the hours open, and must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests or employees.
13. Food vendors are responsible for the cleanliness of their rented space and are required to maintain a safe environment for festival goers.
14. Restrictions: The RTL Committee reserves the right to refuse vendors which would in any way detract from the dignity of the RTL Festival, and to refuse space when deemed unsuitable by the Committee for any reason. The RTL Committee reserves the right to restrict or remove vendors, without refund that have been falsely entered or objectionable. This restriction applies, but is not limited to, conduct or anything of a character that might be deemed objectionable to RTL.
15. Children of vendors are the responsibility of vendors and will not be permitted to run freely amongst other vendors' space or the festival grounds.



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16. Liability: The vendor is entirely responsible for the leased space and shall not injure, mar, or deface the premises. The vendor shall not drive, nor permit to be driven, any pins, nails, tacks or screws in any part of the grounds without permission from the RTL Committee.
17. All generators must be identified as “quiet generators” & extension cords and other devices must be safely installed & operated.