



# Rock The Locks Music Festival 2023 Merchandise Vendor Packet

[www.rockthelock.org](http://www.rockthelock.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 non-refundable deposit. The remaining balance and any add-ons must be paid 60 days prior to the event (August 7<sup>th</sup>, 2023). No late payments are accepted, vendors who do not pay by the deadline will forfeit 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 15% 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](http://rockthelocks.org). Vendors will be able to cash out each day if need be. A 15% profit share will be taken from total sales.

**Insurance:** All vendors are required to obtain and provide Certificate of Liability Insurance. This policy must include the City of Umatilla insured by endorsement. The required limits are 1 million per occurrence and 2 million in aggregate. Proof of insurance can be emailed to [noemy@umatilla-city.org](mailto:noemy@umatilla-city.org) by August 7<sup>th</sup>, 2023. Vendors who submit proof of insurance after this date are subject to termination and forfeit of fees paid.

**Electricity:** During the application process, vendors have the option to add 10-amp amp service to your vending area. Vendors also have the option to provide their own power. Please ensure that personal generators used are “quiet generators”. If your generator is deemed louder than the expected requirements, event staff will ask you to remove it.

**208 Volts:** This includes a 30-amp plug. This service needs to be declared during the application process. 30-amp extension cords will be provided if needed with the 30-amp service. You also have the option to provide your own power. Please ensure that personal generators used are labeled as “quiet generators”. If your generators are deemed louder than the expected requirements event staff will ask you to remove it.

**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.



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**Space Sizes:** Vendor spaces will be sold in four different sizes: 10x10, 16x16, 10x20 and 20x20. Vendors must select the proper space size during registration. Vendors will be assessed an additional fee equal to the original registration fee if their setup takes up more space than originally reserved.

**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.


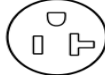




**Arrival:** All vendors are required to arrive and be setup no later the 10:00am Friday morning the 6<sup>th</sup> of October. No vendors will be allowed to arrive after this time and the vendor will forfeit their registration fee.

**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 choose to.

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

**Power Distribution:** Below is an example of our power distribution centers. Please make sure you have adequate power cords to plug into our 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 plug ins 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 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 exhibits must in place by 10:00 am Friday morning Oct 6th.
2. No exhibits may be dismantled prior to 8:00 p.m. Sunday Oct 8th.
3. The exhibitor 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 exhibitor may be liable under any Workman's Compensation Law and the exhibitor 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 exhibitor 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. Exhibitor shall not assign or sublet said space or any part thereof, without written permission and duly signed consent from the RTL festival committee.
6. Display Rules: Every exhibitor must respect other exhibitor's space. Every exhibitor is entitled to a reasonable sight-line from the aisle regardless of the size of his/her exhibit. The RTL committee shall have the authority to require changes in your 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 exhibitor'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 exhibitors.
10. Cancellation: In the event the exhibitor cancels its exhibit 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: Exhibitors must have at least one person in attendance at their exhibit 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 exhibitors 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 including. The RTL Committee reserves the right to restrict or remove exhibits, 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 exhibitors are the responsibility of vendors and will not be permitted to run freely amongst



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other vendors' space or the festival grounds.

16. Liability: The exhibitor is entirely responsible for the leased space and shall not injure, mar, or deface the premises. The exhibitor 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