

# Vendor Application

4 Peaks Presents – 4 Peaks Music Festival, June 21-24, 2018

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

Best phone to reach you while on site? \_\_\_\_\_

Email Address: \_\_\_\_\_

1. What type of concession space are you interested in? (circle one)  
Crafter/ Merchandise Vendor- \$500      Food/drinks vendor - \$600  
Service provider (Masseuse/Henna) or non-profit - \$500
2. If you are a merchandise/craft vendor, give a general example/product list.
3. If you are a food vendor, please provide menu with pricing.
4. Please provide a description of your vending area (size of space needed, tents, trailer, other type of structure, banners etc).
5. Please list all power needs (extra charge may be applied).
  - For lighting only (no extra charge)
  - All appliances you may use and their amperage/wattage
6. Please list your water needs.
  - Spigot and grey water dumping will be available near food court
  - Direct connection to water must be approved before hand

7. Please list any other special needs you may have to operate on site.
  
8. To comply with OLCC rules, we must have 2 food vendors serving at all times that alcohol is being served. Are you a food vendor willing to provide food until 2 am?

**4 Peaks 2018 Festival  
VENDOR APPLICATION**

\_\_\_\_\_ ("Vendor") requests **4 Peaks Presents LLC**. Enter into the following Contract with Vendor. Vendor acknowledges that this Contract shall become effective only upon the acceptance of this Contract by **4 Peaks Presents LLC**. as evidenced by the signature of **4 Peaks** authorized representative in the space provided below. **WITNESSETH** that in consideration of mutual promises and covenants contained herein, Vendor and **4 Peaks Presents LLC** agree as follows:

**1. 4 Peaks Presents LLC agrees to provide Vendor with:**

- i. Retail Space (as defined below) at 4 Peaks Music Festival to be held at Stevenson Ranch in Bend, Oregon on the following dates: Set up is Wednesday or Thursday, June 20<sup>th</sup>/21<sup>st</sup>. Booth run times (Flexible) Thursday, Friday, Saturday, and Sunday June 21-24th, 10:00 AM, through 10:00pm, with venue gates early for breakfast service (encouraged). There is an opportunity to stay open late as we will have music at the 'Lava Rock Stage' (with beer served) until 2am. Vendors **MUST** be set up by Thursday June 21<sup>st</sup> at 12pm **LATEST**. You do not have to be open Thursday eve, but are encouraged to be, as there is music at the 'Lava Rock Stage' from approx.. 5-10pm. Break down on Sunday evening beginning at 6 pm. All vendors must be off site by end of day Monday June 25<sup>th</sup>.
  
- ii. One vehicle/camping pass and entry to festival. Other vehicles or workers coming need to purchase a vehicle pass.
  
- iii. a copy of this signed contract is confirmation of the agreement.

**2. Vendor agrees to:**

- i. pay for extra tickets (and/or vending fee) by March 1st, 2018 by going to this Eventbrite link <https://www.eventbrite.com/e/4-peaks-music-festival-2018-tickets-39702158224?aff=erelexpmlt> and using the password we will give you, to obtain your deep discount. If other arrangements have been made for tickets, you will get a notification form our staff.
  
- ii. Occupy the assigned Retail Space at the Festival during the Festival's normal hours of operation as listed in paragraph 1
  
- iii. Comply with all applicable federal, state, city and Festival laws, rules and regulations, all of which are incorporated herein. Sending notifications to the health department at least 14 days prior to the event.
  
- iv. Fully and completely indemnify **4 Peaks Presents LLC** and 4 Peaks 2018 Music Festival for any act by Vendor which results in personal injury or property damage;
  
- v. Assume full responsibility for theft, loss, or damage, and Vendor waives any and all right of recovery from **4 Peaks Presents LLC**. for property damage, or loss of use thereof, howsoever occurring;

**VENDOR 4 Peaks Presents LLC**

By: \_\_\_\_\_ By: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **RULES AND REGULATIONS**

1. Only items listed by Vendor may be sold inside the Festival grounds. No outside vending in campgrounds allowed.
2. Vendor has the sole responsibility to collect and pay sales tax (if applicable) for the sales made by vendor.
3. **Vendor must provide:** Complete Booth including, but not limited to: All signage, which must be approved by Promoter. Vendor must provide all equipment, lighting, furniture, fixtures, overhead covering, adequate product and product quantities, etc. necessary to insure a successful vendor operation.  
**Securing of pop ups and/or canopies immediately upon set up is crucial in the event that we have high winds. It is very possible and has happened every afternoon in the past** Vendor shall make extra effort to oversee all areas immediately surrounding his/her booth to avoid accumulation of trash and residue or any other unsafe conditions. Vendor is responsible for any damage to the grounds resulting from Vendor's operations during the 4 Peaks 2018 Music Festival.
4. All applicable permits and or licenses will be obtained by Vendor. Deschutes County requires notification of vending 14 days out of the event. (by June 6th, 2018)
5. All special requests must be made in a signed and dated writing attached to this Contract.
6. Vendor is responsible for the security of all equipment, product, and personal affects during the 4 Peaks Music Festival.
7. **Vendors may set up their services from Wednesday at 3pm, and must be ready for business by Thursday at 12pm. Vehicles will not be allowed in venue area after 12pm Thursday**
8. Breakdown: Vendors may break down their booths on Sunday after the music is over.
9. 4 Peaks reserves the right to restrict any and all vehicular traffic on the grounds, for any reason, including, but not limited to, inclement weather.
10. Questions regarding any aspects of the Festival should be directed to the **4 Peaks Presents LLC** office or email a staff member.
11. Questions regarding any aspects of vending accommodations on site should be directed to the site manager, Jef Hinkle – [jef4peaks@gmail.com](mailto:jef4peaks@gmail.com)
12. No refunds will be given.
13. HAVE A BLAST

**Mail Booth fees to: 4 Peaks Presents • 1411 NW West Hills Ave, Bend OR 97703**

**Please bring all necessary supplies to make your vending possible. The festivities will end at 10pm on the main stage, however there will be music in the side tent so you can stay open as late as you see fit.**

**Vending spaces do not have electrical outlets, however, we may have power available for minimal lighting.**

**Power is NOT supplied on site, unless arrangements have been made with 4 Peaks, as there will be an extra for power hook ups.**

**Thanks for your continued support of 4 Peaks!**

**With your help, we ask that you help advertise the event, spread the word and help sell this thing out with us!**

**Happy Festing!**