



2018 Tumbleweed Music Festival
August 31 to September 2, 2018

Three Rivers Folklife Society
P.O. Box 1098, Richland, WA 99352
Phone: 509 528-2215, www.3rfs.org
Email: tumbleweedchair@gmail.com

January 2018

Dear Concessionaire,

We invite you to participate in the 2018 Tumbleweed Music Festival. This year's event will be held on Friday evening through Sunday of Labor Day weekend, August 31 to September 2, 2018, at Howard Amon Park, in Richland, Washington. The festival is free and open to the public both days. The Three Rivers Folklife Society has sponsored the festival each year since 1997 and the City of Richland co-sponsors the event. We feature live acoustic music from five outdoor stages, an indoor dance stage, arts and crafts vendors and of course, festival food. We estimate about 4,000 people attended last year's festival and we expect that number to increase this year. This is the 22nd year for Tumbleweed Music Festival and it has gained a reputation as one of the best small music festivals in the Northwest.

We have a limited number of spaces for food vendors and select vendors based on earliest application and avoidance of duplicate food offerings. Our \$200 food vendor fee remains unchanged from last year. Enclosed is the food vendors' application form. Accepted vendors will receive a packet with pertinent information in July. In general, vendors will need to be set up and have all vehicles off the grounds by 11:00 AM Saturday and Sunday. Outdoor performances will end about 10:30 p.m. on Saturday and at 8:00 p.m. Sunday and we encourage you to stay open during the evening concerts. Vendors are expected to attend both days. Bring lights because well-lit booths get much better business.

Enclosed is the Concessionaire vendor application form. Applications are due July 1st, 2018. Applications will be accepted after that date, but will require a \$20 late fee with the application. Application fees plus proof of insurance must be submitted with the application. Application fees will be returned to vendors that are not accepted in the festival by July 31st. No application or proof of insurance will be accepted after August 20. We seek variety in food types, and some of our past festival attendees have expressed a strong desire to have salads and similar "healthy choices" better represented. Those who get their application in first will get priority for each variety of food.

Electricity is available for food vendors' booths. No generators will be operated on the park grounds during event hours. Potable water is available at the park, but there are no direct connections. Booths may remain overnight in the park, but vendors assume all responsibility for security. However, as with past years we will contract with a security service to have an overnight presence both Friday and Saturday nights. No pit fires may be built in the park. The City of Richland now requires vendors to have provision for collecting gray water at their booths.

Thanks again for your interest and we hope to see you at the 2018 Tumbleweed Music Festival.

Sincerely,

Gene Carbaugh
2018 Tumbleweed Coordinator
tumbleweedchair@gmail.com

Kathryn Nye
Tumbleweed Food Vendor Coordinator
n5kat@aol.com 509-531-3919

Tumbleweed Music Festival
August 31 to September 2, 2018
Howard Amon Park, Richland, WA
Concessionaires' Policy

Rules, Regulations, and Information for Concessionaires

1. A limited number of food concessionaires will be selected to provide a variety of foods for festival audiences. Once accepted, concessionaires will only be allowed to serve the food and concession items approved by festival management. Three Rivers Folklife Society reserves the right to accept or reject any application
2. Concessionaires will be required to provide their own heavy duty power cords which must be three pronged conductors. Please make sure your cords and plugs are in good working order.
3. Concessionaires are responsible for testing their own equipment for GFI compatibility. The city's electrical system includes a ground fault interrupter. The equipment must be checked to assure proper working order. If one piece of equipment has a fault, it will trip the whole system. **The festival staff reserves the right to have offending equipment taken off line and has done so in the past. Make sure you are compliant!**
4. All permanent booths, trailers, etc must meet State Electrical Code requirements, and must have been inspected and display a current seal from the Department of Labor and Industries.
5. All food concessionaires must have Proof of Liability Insurance and **submit proof of such with their application.** Food vendors may not set up without the proof of liability in their 2018 Tumbleweed file.
6. All booths must have clear, attractive signs listing food items, prices and booth sponsor.
7. All concessionaires must comply with the requirements of the Benton County Health Department. A Health Department application can be obtained at www.bfhd.wa.gov. A completed application must be returned to the Benton Co, Health Department (not 3RFS) and the Health Permit fee paid to Benton County. **This is the responsibility of the vendor.** Mechanical refrigeration is required for food items that must be kept cold or frozen. This is a health Department regulation. Temporary hand-washing facilities, and covered roofs for bird protection are required by the county health department.
8. Concessionaires are expected to comply with all applicable rules regarding the collection and payment of Washington State sales tax and pay local taxes or fees. For business license information, call the City of Richland at 509-942-7313.
9. Vendors must submit their City of Richland business license number with the application. Three Rivers Folklife Society will obtain a blanket business license from the City for the festival dates for those vendors who do not have a City business license. There is a \$10 fee, to be submitted with their application, for those vendors wishing to be included on the blanket business license.
10. Festival staff will determine vendor booth placement. Standard set up time will begin at 7:00 AM Saturday, however a Friday afternoon set up can be scheduled by specific request. Booths must be fully set up and all vehicles removed from the site by 11:00 AM. Booths are encouraged to stay open during the Saturday evening concert, which ends about 10:30 PM and can strike after 6:00 PM on Sunday even though music runs until 8:00 PM. Don't forget lighting to highlight your booth at night. There is an overnight camping fee of \$10 per night.
11. New applicants are encouraged to include dimensions and a photo or slide of your booth. Returning vendors need only submit changes to their booths.
12. Fees are \$200 for the two days of the festival and all fees are due with the applications. **There will be no refunds for vendors that are accepted in the show.**
13. Application deadline is July 1, 2018 with acceptance information going out ASAP afterwards. Applications and applications submitted without proof of insurance will not be accepted after August 20.

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Three Rivers Folklife Society

P.O. Box 1098, Richland, WA 99352

e-mail: tumbleweedchair@gmail.com

Food Vendor Phone Contact: Kathryn Nye (509) 531-3919

Food Concessionaire Application/Contract

3RFS Use Only	
Date Rec'd	/ /
Amt. Enclosed \$	
Amt. Due \$	
Insurance complete?:	
Initials:	
Conf. sent:	

Business Name: _____

Contact Name: _____ Phone (day): _____ (cell): _____

Address: _____ City _____ State: _____ Zip _____

E-mail: _____ Web Site: _____

WA state tax number _____ Granted to: _____

___ We have a Richland business license: # _____

___ We want to be included under the event master license (\$10 charge)

___ I/We carry and **have included proof of liability** with this application (**application is not considered complete without this, and will be charged a late fee of \$20 if received after July 1st**)

The Tumbleweed Music Festival wishes to provide a variety of food selections and to avoid menu duplications.

I/We agree to sell only those foods approved by the festival producers. Please consider the following menu items:

Item	Cost	Item	Cost
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Type of booth: ___ Commercial ___ Constructed Space requirements: _____

Please describe the size and shape of your booth, including measurements of trailer hitches, etc.: _____

What Electrical Power Do You Need? ___ 110volt, 20amp ___ 220volt, 50A ___ Open grill

___ All appliances have been checked for GFI compatibility and are in proper working order

Other requirements: _____

Names of all personnel staying in the park overnight: _____

I/We have read and agree to all of the requirements.

In consideration of the acceptance of this application, the applicant agrees to save and hold harmless the Three Rivers Folklife Society and the City of Richland, their officers, employees and agents from any loss or damage to persons or property caused by the movement, set-up, tear-down or operation of this applicant's unit in connection with the Tumbleweed Music Festival and further agrees to defend said society and the City of Richland from any claims for such damages.

Amount enclosed	Application Fee (\$200.00)	_____
	After July 1 st Late Fee (\$20.00)	_____
	License Fee (\$10.00)	_____
	Overnight Camping Fee (\$10/night)	_____
	Total	_____

Authorized Representative (print) **Authorized Signature** **Date**