



SUGAR PINE
MUSIC FESTIVAL

2023 Vendor Guidelines

sugarpinevendors@gmail.com

We look forward to sharing a fun and successful event with you. What follows is pertinent information for you, remember, communication is the key component to ensure your check-in is as seamless as possible. ***Please read this carefully*** so there are no surprises when you arrive.

Fees: Your booth fee and insurance forms are due in full by September 18th. This includes 2 festival passes and 1 car pass for a 10x10 booth OR 4 festival passes and 2 vehicle passes for a 20x20 booth

Additional Passes: This year Sugar Pine Music Festival has agreed to allow each vendor additional weekend vendor passes at the early bird price of \$275.50.

Up to 4 additional weekend passes are allowed per booth. If you've already purchased tickets through Sugar Pine Music Festival ticketing at a higher price, we cannot give any credits or refunds.

Acceptance Packet Check List:

- ✓ Complete the Vendor Info, Payment and Insurance Agreement form here <https://form.jotform.com/232426788466166>. Don't forget to attach your Certificate of Insurance with BOTH Hangtown Festival LLC and Nevada County Fairgrounds named as additional insured.
- ✓ When you upload your COI please rename it (YourBoothNameCOI) so we can stay organized and not have to rename them again. Thanks!

Check-in: Vendor check-in is **12PM - 7 PM, Wednesday, October 18th**. All vendors must arrive during vendor check-in on Wednesday. ****Please do not arrive later than 7PM!****. **Late arriving vendors will be required to wait in line with festival patrons**, and be placed in the meadow at an appropriate time.

If extenuating circumstances prevent a timely arrival, please email Eric, the Vendor Coordinator at sugarpinevendors@gmail.com

Liability Insurance: All accepted vendors will be required to carry liability insurance, and a COI with Hangtown Festival LLC and Nevada County Fairgrounds named as additional insured. We can recommend an insurance carrier for you if you are in need.

Booth Space: Your Booth Space is your allowed store space, 10x10, 10x20, 20x20 booths are available. Please only use the space that you are designated.

Camping & Parking: We will provide camping space in the campground. Please unload your booth structure and merchandise, then remove your vehicle from the meadow to the vendor parking area no later than 9 pm on Wednesday.

There will be no in and out privileges with vehicles once you have entered the festival grounds, so please come prepared to leave your vehicle for the entire weekend.

*****If the total length of your vehicle plus anything attached to it is 22' or longer, it is considered an RV and must have a RV Pass to park on-site. Purchase RV passes here <https://www.tixr.com/groups/sugarpinefest/events/sugar-pine-music-festival-76527>***

Electricity: *Limited* electricity is included; we ask that electrical usage be limited to only what is required to operate your booth. Electricity should not be used for camping or extraneous items. All cords must be grounded 3-prong cords. Maximum Electricity allowance per vendor is 120v, 20amps. Vendors should come prepared with at least a 100ft extension cord to reach power and/or power strips to share with your neighbors. All plugs must be grounded 3 prong plugs. **Also all booth lights MUST BE LED or CFL. Please do not bring items that use a lot of electricity: coffee makers, heaters, etc.**

Booth hours: We request that you be open during the day while the music is going. When the music ends for the evening in the main meadow the meadow is swept of (EVERYONE) and the main meadow remains in "lock-down" until the next morning. Only security will be in the meadow after hours.

Clean-up: You are responsible for the clean-up of your entire booth area. Please take your trash and recycling (flatten all cardboard) to the nearest waste station. PLEASE DO NOT LEAVE IT AT YOUR BOOTH SITE. Thanks for your cooperation.

Noise and Music at booth: Please keep your music levels to a respectful level. No music playing of any kind during quiet hours: 12am-10am. ABSOLUTELY NO AMPLIFIED MUSIC!

Late night tickets: You may purchase late night tickets via our website: www.sugarpinemusicfest.com

Cancellation Policy: Vendors must give Sugar Pine Music Festival at least four weeks' notice of intent to cancel participation in the festival. Booth fees are non-refundable if vendor cancels less than four weeks out from load-in date. Cancellations beyond four weeks out will forfeit a \$150 cancellation fee.

A note about the weather: Be prepared for rain and there can be strong winds, which blow up dust. Be prepared to secure your booth against both of these elements if they adversely affect your crafts. Sugar Pine Music Festival is not responsible for any damage to any part of your booth or your merchandise.

You are responsible for abiding by all festival rules and regulations. Remember that the selling of smoking paraphernalia (i.e. vape pens, pipes, etc.), tobacco, marijuana products or illicit substances of any kind, or audio recordings is strictly prohibited.

Absolutely NO PETS will be permitted on the festival grounds. Service animals must be properly vetted and credentialed.

VENDOR agrees to obtain at Vendor's sole cost and expense a Commercial General Liability insurance policy with coverage to protect against any and all bodily injury or property damage as a consequence of the installation and/or operation of the equipment, sale of merchandise, services, and/or food provided by Vendor and/or employees, contractors and agents with respect to the activities of Vendor on the premises or any Festival Venue of Hangtown Festival LLC and the Nevada County Fairgrounds. This coverage will provide at least a \$1,000,000 General Aggregate limit and \$1,000,000 per Occurrence limit and be provided through an insurance carrier rated A or better. VENDOR shall name Hangtown Festival LLC and Nevada County Fairgrounds as Additional Insured's on all such policies. In addition, Vendor acknowledges that neither Hangtown Festival LLC nor Nevada County Fairgrounds maintain insurance covering exhibitor's property and that it is the sole responsibility of VENDOR to obtain business interruption and property insurance insuring any losses of VENDOR.

VENDOR agrees to indemnify and hold Hangtown Festival LLC and Nevada County Fairgrounds harmless from and against any and all claims, actions, damages, liability and expense, including but not limited to reasonable attorney's fees, in connection with loss of life, personal injury, bodily injury, and/or damage to property arising from or out of any occurrence in, upon or at the Sugar Pine Music Festival, or any part thereof, or occasioned wholly or in part by any act or omission of said Vendor named above, its agents, contractors, employees, servants, customers, invitees, Vendor or otherwise arising from the agreement that the Vendor has with Hangtown Festival LLC, except to the extent that such claims are caused by the gross negligence or willful misconduct of Hangtown Festival LLC or Nevada County Fairgrounds. Hangtown Festival LLC and Nevada County Fairgrounds shall not be liable for any damage to property of Vendor or of others associated with the Vendor, nor for the loss of or damage to any property of Vendor or of others by theft or otherwise. Hangtown Festival LLC and Nevada County Fairgrounds shall not be liable for any such damage caused by any other Vendor or persons in the Premises or the building of which the Vendor is located.

VENDOR shall waive all claims against, shall release, and shall not hold Hangtown Festival LLC or Nevada County Fairgrounds responsible for any loss or damage to Vendor's property, fixtures, or merchandise belonging to Vendor agents, servants, contractors, employees, licensees, invitees or customers caused by burglary, theft, robbery, vandalism, forced entry, riot or other such acts.

Hangtown Festival LLC • PO Box 99529 • Emeryville, CA 94662

Nevada County Fairgrounds - 11228 McCourtney Rd, Grass Valley, CA 95949