

# **Northwest String Summit 2019**

## **VENDING INFORMATION**

*Please read ALL the updated terms and conditions for vending at Northwest String Summit 2019.*

### **General Info:**

Vending at the 2019 Northwest String Summit (NWSS) is open to registered and approved vendors only. All vendors must register through our online application form before purchase of space. We will review your application and if approved issue your credentials to purchase your space. Approved returning NWSS vendors will be given priority over new vendors to reserve spots. Vending spaces sellout, so please register within the predetermined timeframe after which prices will increase and new and approved vendors will be given opportunities to reserve as well.

**Online System** - for ease of registration, location selection, electronic payment, and convenience of vendors. All vendors must obtain insurance, sign our indemnification, and are subject to the posted rules and regulations of Horning's Hideout. Vendors will be able to choose their vending location(s) from a map of the vending area in advance of arriving to the festival. Returning vendors will be given priority in a first come first serve basis. Once a spot is reserved, it is no longer available. You may not change your spots once you've reserved. **This spot will be guaranteed for your Wednesday, July 17 2019 arrival.**

**Website for Registration Application:** **Beginning Now**

<http://stringsummit.com/vendors-2/>

Password: nwssvending2019

**Online Reservation:** **TBA**

### **2019 VENDING FEES & CREW PASSES**

Food Vendors are required to purchase FOOD VENDING LOCATIONS

Craft Vendors are required to purchase CRAFT VENDING LOCATIONS

Vending location(s) can \*only\* be reserved via the Online Vendor Registration.

Please note we cannot give refunds.

**Early Reserve FEES Schedule UNTIL February 15 , 2019:**

**CRAFT/MERCHANDISE: \$950.00**

10' x 10' space

One (1) x 110v hookup (additional power must be advanced and additional fee may apply)

Includes two(2) Vending Passes and one(1) vendor parking pass. Tent camping at or nearby your vending site.

No parking or RVs will be allowed inside Amphitheater. More details below.

**FOOD: \$2000.00**

10' x 20' space

Two (2) x 110v hookup (additional power must be advanced and additional fee may apply)

Cold water hookup

Includes four (4) Vending Passes and two (2) vendor parking passes. Tent camping at or nearby your vending site.

No parking or RVs will be allowed inside Amphitheater. More details below.

**If still available AFTER February 15, 2019:**

**CRAFT/MERCHANDISE: \$1100.00**

10' x 10' space

1 x 110v hookup (additional power must be advanced and additional fee may apply)

Includes two(2) Vending Passes and one (1) parking pass. Tent camping at or nearby your vending site.

No parking or RVs will be allowed inside Amphitheater. More details below.

**FOOD: \$2250.00**

10' x 20' space

2 x 110v hookup (additional power must be advanced and additional fee may apply)

Cold water hookup

Includes four (4) Vending Passes and two (2) parking passes. Tent camping at or nearby your vending site.

No parking or RVs will be allowed inside Amphitheater. More details below.

**MULTIPLE VENDING SPACES:**

Subject to availability, vendors requiring additional space or power must make prior arrangements. Please contact [skye@stringsummit.com](mailto:skye@stringsummit.com) for more info.

**ADDITIONAL CREW PASSES:**

If you are requiring more passes for your crew, additional Vendor Passes may be purchased in cash on the day of arrival at \$200 per person and \$35 per vehicle. We strongly encourage your entire staff to carpool and arrive on Wednesday, July 17th as there is very limited parking and we will have to charge beyond the allotment.

## **ARRIVAL INFO:**

The 2019 NWSS will open the gates for registered and approved vendors at approximately **8:00AM on Wednesday, July 17th. You may line up beginning at 6:00AM for placement.** Vending placement will **END at 8:00 PM on Wednesday, July 17th.**

**Late arrivals are strongly discouraged and will be held overnight in a staging area until 7:00AM on Thursday, July 18th. NO EXCEPTIONS.**

Late arrivals are subject to loss of reserved space and possible denial of entry. There are no refunds.

Vending sales to the public will be permitted beginning **Thursday, July 19 at 12:00 PM and ending Monday, July 22 at 10:00 AM.** Vendor must be off property by 6:00PM Monday, July 22. We expect your space to be left as you found it. All trash, compost, recyclables must be placed in appropriate receptacles. If you fail to clean up your space and leave as you found it you will not be asked back in the future.

**NO PARKING WITHIN AMPHITHEATER** –Again this year, there will be a displacement of parking space and there will be no vendors or staff parking within the amphitheater. This means cars and RVs. You will be allowed to pull in and unload on Wednesday with plenty of time to make trips if necessary, but vehicles will be permanently parked in a close by field reserved for vending parking and RV camping Only. We know that this may inconvenience some of you and we apologize for that in advance. As usual you are allowed to tent camp in or nearby your booth within the amphitheater

## **UPDATED NWSS VENDING RULES AND REGULATIONS:**

**ALL HORNING'S HIDEOUT AND NORTHWEST STRING SUMMIT [RULES AND REGULATIONS](#) APPLY TO VENDORS AND WILL BE ENFORCED. You can review these here:**

[String Summit rules and regulations](#)

[Horning's Hideout Rules & Regulation](#)

## **VENDOR CAMPING:**

Vendor tent camping is allowed within the Amphitheater/Vending area. Behind each booth space is additional space for food prep and/or camping. If you cannot fit within your location space there is overflow camping behind food vending.

Remember, vendor camping within the Amphitheater is a privilege. Due to space restrictions, **ONLY** your properly credentialed staff is permitted to camp inside the amphitheater. Vendor wristbands are **NON-transferable** and will be enforced.

Please keep your camping area tidy! We ask, when possible, that vendors utilize the camping area near parking instead of directly adjacent to your booth. Please respect the look and feel of our Vending World and keep your camping area clean and kept, patrons will notice and be more apt to buy!

OLCC permit regulations prohibit the use of drugs and alcohol within the permitted areas, especially within the gated amphitheater. We ask that these rules are respected; any unauthorized use will be enforced as with patrons.

## **VENDOR PARKING:**

Due to space restrictions, **NO** vendor parking or RVs are allowed inside the gated Amphitheater area. We will have reserved space very close to the amphitheater for RVs, parking and overflow camping. You will only be allowed time to unload from vehicles upon arrival after which you will not be allowed to bring vehicles back in/out of amphitheater. Due to safety concerns the traffic within the Amphitheater must be kept to a minimum so please bring enough goods to last the entire time. Admission and parking passes will be included in vendor packets and enforced by security staff. These passes are NON-transferable and cars without proper passes will be towed.

## **UNAUTHORIZED SALES:**

**YOU MAY ONLY VEND WHAT IS AGREED UPON WITHIN YOUR ITEM LIST AND/OR MENU.**  
Northwest String Summit reserves the right to deny sale of any item at any time.

**NO TOBACCO OR DRUG PARAPHANLLIA OR UNAUTHORIZED ALCOHOL VENDING PERMITTED:**  
You may sell only what is authorized by String Summit, LLC and reserves the right to deny sales at any time. Please note that under OLCC permitting and state law, alcohol is not permitted inside the entire vending area and is strictly enforced.

### **NO BOTTLED WATER SALES PERMITTED:**

We are centralizing our water and ice sales and part of our deal is an exclusive water/ice outlets. You're welcome to sell other approved, nonalcoholic beverages EXCEPT coffee or espresso hot or cold which is reserved for our coffee vendor. All beverages must be poured into a non-glass container.

### **NO ICE SALES PERMITTED:**

ICE will be sold exclusively through our beer concessionaire from approx. 9AM – 9PM. We expect to have a window of opportunity for delivery that will service Food Vendors in the AM and late afternoon (before music). There will be 20lbs and 7lbs bags for sale, price TBD.

## **ECOPRODUCTS:**

**ALL FOOD/BEVERAGE VENDORS MUST USE ECOPRODUCTS TABLEWARE. FOOD VENDORS ARE REQUIRED TO USE ECOPRODUCT BRAND ONLY – NO EXCEPTIONS.**

Eco Products will be your sole provider for all of the table wares, hot/cold cups, containers, utensils, etc **for all FOOD/BEVERAGE VENDORS.** We are asking all our Food/Beverage vendors to use EcoProducts GREENSTRIPE RENEWABLE/COMPOSTABLE PRODUCTS LINE>

You will see that these are offered a cost comparable, if not below what you are paying at other vendors such as COSTCO, Cash N Carry and the like. AND they can be delivered to you IN ADVANCE VIA UPS and possibly delivered to you upon arrival at Horning's Hideout.

Be sure to buy enough for the NWSS but feel free to buy more at this discount to use at other events or uses wherever/whenever!! We hope this fosters a relationship between you and ECO Products with the benefit of sustainability and the ease of single-use disposability.

**ORDER PORTAL:** [TBA](#)

**PASSWORD:** TBA

## **INSURANCE REQUIREMENTS:**

All vendors are required to submit proof of liability insurance with application and vendor fee. **YOU WILL NOT BE PERMITTED TO VEND WITHOUT INSURANCE!** All certificates of insurance must list String Summit, LLC and Horning's Hideout as additional insured. Policy limits must not be less than \$2,000,000 general liability.

Insurance coverage must be in effect from **9:00 AM Wednesday, July 17 until 6:00 PM Monday, July 22, 2019**. Insurance coverage may be obtained from any provider.

In addition to your standard >=\$2MM aggregate general liability insurance you will need to include products and completed operations coverage. All vendors must include a certificate of insurance when submitting the vendor application and fee. All vendors are deemed to be independent contractors and not employees of String Summit, LLC., and are thereby free from the direction and control of String Summit, LLC.

## **ATTENTION FOOD VENDORS**

### **TEMPORARY RESTAURANT LICENSE:**

Please note that food vendors must obtain a temporary restaurant license from Washington County and pass the Health Department inspection prior to beginning food sales. Washington County requests that food vendors apply early for the license (see information below). Food vendors caught dumping or leaving refuse will be banned from future String Summits.

All food vendors must have a **Temporary Restaurant License** from Washington County. At least one person preparing food must have a valid **Food Handler Card**. For more information on Washington County Environmental Health requirements call (503) 846-8722 or visit their web page at: <http://www.co.washington.or.us>

## Universal Voucher Program:

All food vendors are asked to accept vendor vouchers; these vouchers will be used by our staff or volunteers in exchange for \$10.00 worth of anything from your menu. Please retain these vouchers and redeem them from our accounting department for \$6.00 cash per ticket back. Pre-Printed official Universal NWSS Food Vendor Vouchers will be created and administered by NWSS Office Staff, and this is what will be redeemable at all participating vendor.

Here's how it works:

1. Vendor Voucher tickets will be administered to our staff and volunteers to use at all Food Vendors.
2. Each voucher has a face value of **\$10.00 to be used for anything off of your regular menu. No cash value and no change provided.**
3. Food Vendors will redeem collected vouchers for \$6.00 per voucher payable by NWSS accounting department. Coordinate with Ashley for redemption times.

QUESTIONS? Please direct all questions to [skye@stringsummit.com](mailto:skye@stringsummit.com)

*Once Online Vending Location Reservation is complete please email or mail a copy of purchase receipt along with this form, signed/dated indemnification form below, and insurance certificate to:*

**Scan/Email: vendors@stringsummit.com**

**Mail TO:  
NWSS - Vendors  
376 JJ Kelly Rd  
Lyons, CO 80540**

\*\*\*\*\*Vendor Contract\*\*\*\*\*



Hello Vendors and Sponsors!

Thanks for being a part of the 2019 Northwest String Summit! This year, we are again taking great strides to become a Zero-Waste event and in addition to our waste and recycling handling we are finally adding full industrial composting for food waste and all vendor table wares (EcoProducts)! Which means 90% of all of the waste produced at our event will be recycled, composted, or reused—only 10% will be treated like garbage. While it is an ambitious goal for the festival to be completely impact free, we believe that by working together and staying true to our values, we can work to keep the festival's impact as low as possible and continue to lessen our impact year after year. To make this initiative a reality, we need help from all of our vendors.

We want to make sure we are diverting as much waste away from the landfill as possible. In order to do that, we need to make sure that all products that the vendors are purchasing are 100% compostable, that means absolutely no plastic or Styrofoam! We are very excited to partner with Rexius composting of Eugene, OR who will be taking all our composting once we've collected and sorted. For composting to work at a festival, ALL foodservice packaging needs to be compostable (except for cans and bottles, which can easily be recycled). If even one vendor buys one case of cutlery that looks compostable but isn't (and there are a lot of these on the market), the whole load will be ruined for the composter because they will have bits of real plastic in their compost and the value of their product is reduced (or the whole load is ruined). No one wants to buy compost with plastic in it! Would you put that in your garden?

As you already have been informed, we have a partnership with the 100% green and compostable product manufacturer, Eco-Products, which means **all products provided from our vendors MUST be ordered through Eco-Products**. We know that compostable products can be pricey, and that is why we are offering a pricing comparable to

what you can get at a Costco, Cash & Carry or another competing outlet. The festival is working with Eco-Products to ensure vendors use the real deal. Everything on the NWSS Eco-Products portal is third-party certified compostable by the Biodegradable Products Institute.



Order Products here: [TBD](#)

Without strict enforcement, it is possible that food and beverage vendors could show up with their own packaging. And we understand why - Why go to a new website and pay more for stuff they already have? The answer is that if they don't, the festival's composting efforts are threatened. Unfortunately, even well-intentioned vendors will likely show up with non-compostable packaging. SO, it should be noted that we will be checking in with each food vendor to ensure that you all understand that this will be strictly enforced. We cannot allow any plastic or other non-compostable products to contaminate the whole load of compost materials.

If any vendor is caught undermining these efforts either deliberately or not, may be asked to cease sales. Any food vendor that contaminates the compost with Non-EcoProducts or truly compostable goods may be asked to leave and may not be asked to return subsequent years. We know this is tough language, but it is necessary to ensure that we have a successful go at these efforts. We appreciate that you all want to do your part in decreasing the waste in the world, too.

Here are a few more tricky items that we would like to make sure is NOT provided by our vendors:

- Plastic Water Bottles or ANY drinks in plastic bottles (juice, tea, etc.) <sup>[[SEP]]</sup>
- Straws (unless compostable or paper) <sup>[[SEP]]</sup>
- Coffee stirrers (unless compostable or wood) <sup>[[SEP]]</sup>
- Individual condiment packages (including ketchup, mustard, cream cheese and butter) <sup>[[SEP]]</sup>
- Juice *boxes* <sup>[[SEP]]</sup>

Finally, In an effort to ensure the best possible festival experience for patrons, volunteers, and vendors alike, the recycling crew is requesting that all vendors follow a few simple rules/guidelines:

- Do not move any recycling/waste stations. You cannot take our cans to your vending area.



- Recycling/waste stations are for patron use only. Do not fill our cans with recycling or waste from your vending area. There are trash dumpsters available in the vendor's area, please use them for waste only! It is always best to pack it out, but we will collect your neatly gathered recycling, including BROKEN DOWN cardboard in the mornings when we can roll our trucks through.
- Do not leave things beside the dumpsters upon leaving the site. No piles of unsightly cardboard or heavy bags of food waste (coffee grounds, etc.). We have had to use a forklift to handle such items in the past. Pack it out!
- Police your area for micro-trash upon leaving the site. Pick up cut zip-ties, coffee stirrers, food waste (even lemon wedges), etc. These items all have to be picked up by volunteers when left behind. Remember, if it's not a pine cone or a peacock feather, it probably doesn't belong there. Please, pack it out.
- Thank you for your cooperation and we look forward to seeing you all for another great festival at Horning's!

We greatly appreciate all of your help and cooperation in making this a Zero Waste event!! <sup>[SEP]</sup> If you have any questions, or can't find what you are looking for, please reach out to Kina or Marina, who will be leading the sustainability efforts for 2019.

**NWSS Vendor Composting Agreement - please read and sign.**

I, \_\_\_\_\_, understand and agree to all terms and conditions contained within this contract. I understand and agree that the greening and composting effort require that there be NO contamination of composting collection. I understand that these efforts require ALL food and/or beverage vendor at the Northwest String Summit to serve ONLY EcoProducts Greenstripe **compostable** wares at the event. Furthermore, I understand and agree to not bring or use any other tableware products brands. I understand and agree that vendors caught undermining these efforts either deliberately or not may be asked to cease sales and may be asked to leave and likely not return in the future.

\_\_\_\_\_  
 \_\_\_\_\_

Vendor Name

Vendor Signatur

## 2019 Northwest String Summit Vendor Indemnification Agreement

Vendor Contact Name:

Business Name:

Business Address:

Business Telephone #:

SSN# OR Fed ID #:

This agreement between "Vendor" and String Summit L.L.C., Horning's Hideout, their heirs and assigns, collectively known as "Contractor" is as follows:

Vendor is an independent contractor customarily engaged in a related business. Vendor provides its own tools and equipment and determines its own hours of business subject to the festival schedule, and is otherwise free from the direction and control of Contractor. Vendor agrees to indemnify and hold Contractor harmless from any and all liabilities, claims, damages, judgments, costs and expenses resulting directly, or indirectly, from services or products provided by vendor, vendor's agents, employees, or contractors. Vendor shall maintain its own health or worker's compensation insurance, as may be necessary by law, and **waives all claims against Contractor for injuries or losses incurred while working on the job. Vendor is obligated to pay its own state and federal income tax and to comply with all local, state and federal tax laws.**

Date: \_\_\_\_\_ Authorized Vendor Signature \_\_\_\_\_

Complete this form and email or mail with certificate of Insurance, and proof of online reservation to:

Scan/Email [skye@stringsummit.com](mailto:skye@stringsummit.com)

**Mail: NWSS - Vendors  
376 JJ Kelly Rd  
Lyons, CO 80540**