

ALIVE MUSIC & OUTREACH FESTIVAL 2017

Marketplace Vendor Information

Early Product Vendor Set-Up Time (Optional): *Security will be provided throughout the festival.*

	Start	End
Tuesday July 18 th , 2017	1:00 pm	6:00 pm

Normal Product Vendor Set-Up Time:

	Start	End
Wednesday July 19 th , 2017	8:00 am	Noon

Mandatory Times of Operation:

Dates	Open	Close for	Close for night
Wed. July 19 th , 2017	Noon	Evening speaker	11:00 pm
Thur. July 20 th , 2017	Noon	Evening speaker	11:00 pm
Fri. July 21 st , 2017	Noon	Evening speaker	11:00 pm
Sat. July 22 nd , 2017	Noon	Evening speaker	11:00 pm

Vending Rental Fee: The rental fee is based on the pricing schedule listed below. The price per booth is for the entire event (July 19th – 22nd, 2017). This cost includes two (2) Vendor Passes (which serve as entrance to the festival but do not include camping or showers), one (1) eight-foot-long table, and two (2) chairs. Electric outlet is included in your booth fee. (4-plug outlet). Each booth is approximately 9' x 9' and located in our Vending Tent located in a high traffic area at the rear of the amphitheater.

Pricing Schedule

Pay On or before July 1st ————— \$675.00 Booth Fee

Sales Percentage: In addition to the rental fee per booth, 10% of gross sales will be paid from each day's earnings to the Alive Festival.

This is your cost of doing business and should be figured in the price you will be charging for your products. The rental fee is due with your signed application and your sales percentage is due at the time of your checkout on Saturday night. To be a vendor you must pay the booth fee PLUS 10% of gross sales. You cannot leave the festival grounds without settling with the festival Vending Tent Coordinator and/or the festival director. You can pay by cash or by credit card (MasterCard, VISA or Discover).

Taxes: As a vendor, you are responsible for collecting any and all applicable taxes. The festival will not assume any responsibility for state, local, or federal inspection or taxes required.

Application Approval and Cancellations: Applications will be received and either approved or rejected based on the quality of your merchandise as well as type of merchandise, and the number of vendors that are selling similar merchandise. No food, candy or beverage items can be sold by product vendors. If your application is not accepted, your rental fee will be returned in full. If you, as a vendor have to cancel after being accepted and the cancellation should occur prior to June 1st, 2016 your rental fee will be returned, minus a \$250.00 non-refundable administration fee. **No refunds after June 1st, 2017.**

NOTE: An itemized description and list of all products to be sold, including copies of any sales material or literature should be included with your application and payment. The Alive Festival has the right to deny any offensive graphics, slogans or photos used on t-shirts, hats, apparel or any items for sale. All graphics and t-shirt designs must be approved prior to selling them at Alive. If non-approved products are placed on sale, the festival vending manager has the right to remove those items from sale and display.

Please remember to attach photos and/or website links to all products or materials you will be selling or displaying at the Alive Festival. You can also enclose actual samples of any materials or brochures for your organization or company. Thank you!

IMPORTANT: The festival site does NOT have any early shipments to the festival site. Please arrange to either ship your merchandise to a local UPS or FedEx location and arrange pick-up and delivery. Due to the amount of traffic and vendors arriving, no merchandise can be shipped directly to the festival and will not be accepted if delivered to the festival.

Additionally, the festival site does not have a loading dock for semi or large trucks or any type of machinery to unload pallets of merchandise. The festival staff is not responsible for loading or unloading any vehicles. Also, at the end of the festival all merchandise must be out of the site no later than 10 am on Sunday, July 23rd. Anything left behind will be discarded or sold. The **Alive Festival is not responsible for sending any items back if they are left** so please arrange pick-ups accordingly. The festival will have limited golf carts and small vehicles to help out where they can but following these guidelines will make it easier on everyone.

Accommodation Info:

OPTION 1: Vendors can camp for no additional charge in our Volunteer camping area located outside the festival gates behind the Activity Center. If you would like to be assigned a campsite within the festival grounds you will need to purchase a Total Event Wristband at www.alive.org/tickets or by calling the Alive Office at 330-966-0023. This would entitle you to a campsite in the general public, primitive camping area with no water or electric hookup. You must purchase a wristband to be assigned a campsite within the festival grounds. Vendor Passes only provide access the **Vending Tent only** to operate your booth during the festival.

Note: The earlier you buy your Total Event Wristbands the more you can save!

OPTION 2: Arrange for an electric hook-up site at Atwood Lake Park by ordering at www.alive.org/tickets. The electric sites are limited, so we recommend deciding early if you need a site and order quickly.

OPTION 3: Check our website if you need a list of area hotels/motels (www.alive.org).

Note: Vendors will not be allowed to camp in the parking areas or set up a camp in unapproved areas.

Tent Shut Down: The Vending Tent will be shut down each evening for *approximately* 45 minutes for the Main Stage speaker at approximately 6:00 pm – 6:45 pm. This time will allow a short break for the Alive vending tent staff and yourself. Please bring something to cover your booth tables during this break and at the close of business each day. **This is mandatory.**

Post Festival Clean-up: If we find a booth area is not clean after leaving, the Alive Festival will bill your credit card on file \$250 and your future eligibility for the festival will be questioned.

Website link: All approved vendors have the option of being listed on the Alive Festival website. These option costs an additional \$300.00. Your link will be on the website through August 2016. Please add \$300.00 to your booth fee if you would like to purchase this option. The Alive site receives over 2,000 unique visitors per day.

***If you want to take advantage of this option it is your responsibility to email the correct logo to the Alive Festival at michael@alive.org.**

Disclaimer: It is agreed that you, the Booth Holder, will hold harmless Northeast Productions, Inc. dba Alive Festival from all claims and liabilities for damage to property or injury to persons that occur in or about the rented or used booth space, or any failure to act, whether or not such condition, activity or failure shall result from negligence of the party renting or using the space.