

VOICES OF AMERICA

COUNTRY MUSIC FEST

Voices of America Country Festival

2023 Vendor Application

Deadline to apply is Monday, March 6th, 2023 at 5pm EST.

Overview

Thank you for your interest in vending at the inaugural Voices of America Country Festival. This multi day festival will take place at Voice of America Park in West Chester, Ohio.

We are recruiting and searching for the most respected and admired food vendors the city and region has to offer. This is your chance to put your product in front of 20,000+ people. Participating vendors also have the added value of awareness through the festival website. We'll only be successful if you are successful!

We have put together some general vendor information for you to review before submitting the [online application](#). If you are selected as a 2023 Voices of America Country Festival vendor, more comprehensive materials will be provided with the contract.

Festival Dates and Times

August 11th – 13th, 2023 from 1pm to 12midnight

Application Timeline

Application Deadline: Monday, March 6th, 2023 at 5pm EST

Vendor Notifications: All vendors will be notified of their status by Monday, March 13th at 5 pm EST.

Booth Fees and Completed Paperwork: March 31st, 2023 at 5:00 pm EST. You will forfeit your slot if you fail to do so.

Assigned Booth and Load-In Time: July 14, 2023.

Load-In: Per assigned time on August 9th or 10th, 2023.

Load-Out: Per assigned time on Sunday, August 13th, 2023.

Paperwork

Required items will include:

VOICES OF AMERICA

COUNTRY MUSIC FEST

- Signed contract and payment-in-full
- Certificate of Insurance
- Additional power requests and payment for these requests
- If required, A copy of your 2023 Mobile Health Permit or intent for a Temporary Food Service Permit
 - The Application for a Temporary Food Service Permit can be found [here](#).
 - Vendors must begin this process 60 days in advance.
- If required, Fire Department Inspection Stickers.

Insurance

Each vendor will be required to carry Commercial Liability Insurance provided by a Primary Commercial Liability or in combination with a Commercial Umbrella Liability policy in the minimum amount of \$2,000,000 (\$1,000,000 for non-food vendors) for Bodily Injury or Property Damage Liability Combined. The following must be named additionally insureds (excluding Workers' Compensation): Further Festivals, LLC, CEM Events MGMT, LLC, and West Chester Township. All insurance policies must include a "Waiver of Subrogation" endorsement in favor of all additional insured listed above. A copy of this policy must be submitted to VOA Festival with your contract.

Eco-Friendly

Vendors are asked to be Eco-Friendly. Please try to;

- Keep Plastic bags to a minimum
- Avoid Using Styrofoam
- Serving containers and paper napkins should be compostable
- Cups #1 recyclable or compostable.
- Eco-Friendly Cutlery
- Avoid condiments in packets and use squeezable bottles or 'pumps'.
- Non-toxic cleansers.
- We strongly encourage sourcing all supplies and food LOCALLY.
- Finally, please break down cardboard boxes before depositing them into recycling receptacles on site.

Additional Rules and Regulations

- Voices of America is a rain or shine event and booth fees are not refundable.
- Food vendors, you must secure a proper health permit from the Butler County Health Department. **Begin this process no later than 60 days before the festival.** Vendors are

VOICES OF AMERICA

COUNTRY MUSIC FEST

responsible for health department approved flooring if applicable. If you fail to do so and you are not allowed to vend, you will not receive a refund.

- Booth space may not be subleased or combined with a business other than the company doing-business-as (DBA) named on the application and contract. This includes other operating business owned under the same corporation operating under a different DBA.
- Distribution of stickers is prohibited.
- Vendors are responsible for breaking down clean cardboard boxes and placing them in the appropriate receptacle.
- No soliciting of festival patrons by use of bull horns, oral solicitation, customer incentives or perceived added value in exchange for business. This behavior is grounds for immediate dismissal and you will not receive a refund.
- No motorized vehicles are permitted in the event site during starting 1 hour prior to the start of the event. We recommend using dollies, carts, etc. If pre-arranged, vendors may be able to leverage festival golf carts.
- In order to keep the Voices of America Country Music Festival brand consistent and the festival experience seamless, the festival will design and provide front signage for tents only. Vendors may bring additional signage for the back of the booth.

Product Guidelines and Limitations

Vendors can only sell what has been approved by the festival. The other side of this is vendors cannot give away any item. So, food vendors can't give away merch (t-shirts, hats, etc.) and merch vendors can't give away food and water. If there is an item that we cannot permit, we will notify you before you sign the contract and pay your fees.

Vendors **may sell bottled beverages purchased from the festival.** (e.g., water, soda, etc.) excluding alcohol. If approved to sell non-alcoholic beverage such as fresh coffee, tea, juices, smoothies, etc., beverages must be served in a cup.

Vendors may not sell any item with the festival logo. Additionally, vendors may not sell any item with the name or image of any act performing at the festival.

Drug paraphernalia, tobacco products, weapons or studded jewelry of any kind is also prohibited.

Food Vendors

Vendors will be allowed to offer 3-5 individually priced and unique items. Food items should allow for quick preparation in order to accommodate the large crowds. The festival's goal is great food and service at a reasonable price.

VOICES OF AMERICA

COUNTRY MUSIC FEST

- Rolled roofing must be placed under all food booths. In addition, plywood and roll roofing must be placed under all grills, cooking equipment and grease/gray water containers.
- Vendors are responsible for transporting grease, coals, and grey water to the pre-determined disposal site.
- Cleaning of cooking equipment is to be done off site.
- Cooking vendors must provide their own fire extinguisher approved by the Fire Department.

Space Types, Sizes, and Fees

Application Fee: A \$300 application fee must be collected at the time of application. If you are selected as a vendor, it will go towards your vendor fee. If you are not selected, it will be refunded. If you back out – the fee will be forfeited.

Food Vendors

- 10'x10' Space or Cart + up to 2 Worker Badges: \$2,000.00
 - Fee includes 10x10 Frame Tent, Utility Lighting, (1) 8ft Table, (2) Chairs, Front Banner and (1) 20amp circuit
- 10'x20' Space + up to 8 Worker Badges: \$2,800.00
 - Fee includes 10x20 Frame Tent, Utility Lighting, (2) 8ft Tables, (2) Chairs, Front Banner and (1) 20amp circuit
- 20'x20' Space + up to 12 Worker Badges: \$4,000.00
 - Fee includes 20x20 Frame Tent, Utility Lighting (4) 8ft Tables, (2) Chairs, Front Banner and (1) 20amp circuit
- Food Truck + up to 6 Worker Badges: \$2,500.00.
 - Space to park one food truck and 30amp electrical hookup.

Non-Food Vendors

- 10'x10' Space + up to 2 Worker Badges: \$1,500.00
 - Fee includes 10x10 Frame Tent, (1) 8ft Table, (2) Chairs, Front Banner and (1) 20amp circuit
- 10'x20' Space + up to 4 Worker Badges: \$2,100.00.
 - Fee includes 10x20 Frame Tent, Utility Lighting, (2) 8ft Tables, (2) Chairs, Front Banner and (1) 20amp circuit
- 20'x20' Space + up to 4 Worker Badges: \$3,800.00.
 - Fee includes 20x20 Frame Tent, Utility Lighting (4) 8ft Tables, (2) Chairs, Front Banner and (1) 20amp circuit

Fee does not include sidewalls, but you can add sidewall to your order if you are selected as a vendor along with additional tables, chairs and any other items that you may need. Once a vendor

VOICES OF AMERICA

COUNTRY MUSIC FEST

has been accepted, details for your space will be reviewed with the operations manager to ensure you are setup for success.

Fee also includes one (1) parking space. This can be used for transporting staff or storage of goods. There is a load-in area that can be used to bring in product throughout the day.

Please note that mobile trucks cannot leave event ground until load-out on Sunday evening.

Booth Support

The festival will have propane available for purchase at the start of each day. You can not arrange your own provider to deliver to the site.

Bottled Soda, Water and Ice will be available for sale throughout the day by contacting vendor services. If you anticipate using more than 200lbs of ice, please notify Debbie Branscum at debbie@cemeventsmgmt.com