

CKMF: 2020 Vendor

Terms, instructions, and requirements

General Info:

- **Friday 3/13/20:** Vendors will be allowed to begin the set-up process at 3:30 PM. (Check to make sure that you are scheduled for 3/13/20 and meet with your appointed festival supervisor before setting up.) We won't have the area ready before that, so please **don't arrive before 3:30 PM on 3/13**.
- **Saturday 3/14/20 & Sunday 3/15/20:** Vendors will be allowed to begin the set-up process at 9:30 AM. (Check to make sure that you are scheduled for 3/14/20 & 3/15/20 and meet with your appointed festival supervisor before setting up.) We won't have the area ready before that, so **please don't arrive before 9:30 AM on 3/14 or 3/15**.
- When you arrive, find your appointed festival supervisor. All vendor spaces are 10ft wide x 10ft deep. Your canopy, signage, and entire set up must fit in to this space.
- All vehicles must be removed from the vendor area by **4 PM 3/13** and **10 AM 3/14 & 3/15**. No exceptions! If you arrive after these times, you will have to "walk in" all your materials and supplies. No refunds or credits will be given for late arrivals, no-shows, equipment malfunctions, weather, postponements, or cancellations.
- It is mandatory that you arrive, unload, move your vehicle, then come back and set up. This way other vendors, CKMF volunteers and/or venue employees will not be blocked by your vehicle. When you are done unloading, move your vehicle to the general public parking area.
- Food vendors and Food Trucks are required to comply with all local/state laws and are required to have all necessary permits and licenses to operate.
- All vendors are responsible for bringing their own supplies. It is recommended that you do a "mock set up" at night at home to make sure you have all your supplies and they work properly.

Required Vendor Supplies-

- One canopy no larger than 10ft x 10ft
- One surge protector power strip (power is provided for lights only).

This is an all-day event so after sun down, the lights you bring will be the lights you use to light up your booth, both inside and out. There will be venue lights on but they will not provide sufficient lighting for the “inside” of your booth. It is an outdoor event so plan accordingly.

- We would love it if you brought a 50ft Heavy Duty Extension Cord! (Minimum of 12 Gauge 15amp)
- Any super long, worn, or frayed cords will not be allowed. All plugs must be 3 pronged and grounded. Please do not arrive without the proper equipment. Do not plug one power strip into another power strip this can cause a fire. You will plug your Heavy Duty Extension Cord in to the provided power box, then connect your Heavy Duty Extension Cord to your Surge Protector Power Strip, then you will use your power strip to plug in all your lighting.
- Under no circumstances will electric space heaters, fans, warmers, skillets, microwaves, A/C or like devices be allowed to be plugged in to the power cords on location. Power is provided for lights only. Food Trucks must bring their own generators and must have all required state and local permits and licenses.
- No vehicles will be allowed in the vendor area from **3:30 PM – 10:00 PM 3/13** or **9:30 AM – 10: 00 PM 3/14 & 3/15**.
- The outdoor portion of this festival ends at 10:00 PM daily. **You will be allowed to leave early** as long as this does not disrupt the entire festival; there will be a time posted on the event page as the event gets closer. If you sell out early, we'd still prefer you remain with your booth until 10:00 PM so please **stock inventory accordingly**.

- **No canopies** will be taken down until after 10:00 PM.
- **No vehicles** will be allowed to move supplies within the vendor area after 3 PM 3/13/20 or 10 AM or before 10:30 PM 3/14/20 & 3/15/20. This is a safety issue and will be enforced by the security if necessary. We will need 30 minutes to allow customers to leave the vendor area, then allowing you to bring your vehicles in through the vendor entrance. DO NOT drive thru the taped/perimeter. No materials may be left overnight for any reason due to possible legal liability issues. Please dispose of all trash directly in to the assigned trash dumpsters, so as not to overfill the smaller customer trash cans.

Direct all vendor inquiries and questions to colekickinmusicfestival@gmail.com or nikki.pepper@outlook.com with the subject “CKMF 2020 VENDOR”.

As a **#ckmf2020vendor**, we ask that you join the event page on Facebook, invite 50+ friends and/or post your work in the event. We’d love for you to share this event with your friends!

Like us on Facebook: <https://www.facebook.com/colekickin>

Visit our website: <https://www.colekickinmusicfestival.com>

We’re excited for Cole Kickin’ Music Festival 2020 and are even more excited to have you as a vendor! Our goal is to give local businesses the opportunity to interact with, acquire and sell to you existing customers while creating new clientele.

Please contact Nikki Pepper or Matt Hopper if you would like to donate an item to the raffle.

#colekickinmusicfestival #ckmf2020

