

Rockin' the Rivers 2011 At the Bridge Three Forks, Montana



Dear Vendors,

Welcome and best wishes for 2011!

We are currently in the process of placing vendors for this year's festival. As in the past, there is significantly more interest than vendor space. As such, a timely response will improve your chances of securing a vending spot.

If you are interested in joining us this year at Rockin' the Rivers please download this vendor packet. You will need to fill out the paperwork, return the application, down payment and rules acknowledgement letter. Consideration of placement is in part dependent on the order your application is received. Applications returned without a deposit will not be considered.

Your deposit will be returned if your application is not accepted.

We hope you have the opportunity to enjoy the show as well. Extra worker passes will be available on approval for \$80.00 per 3 day ticket with prior approval of RtR. Call Denise at 406-581-7015 or a leave message at RtR office.

CRUCIAL!!! Please provide a current mailing address, good June 27th - July 1, 2011, to mail your vendor packet to. It is your responsibility to provide accurate contact info for receipt of packet.

If you have any questions you can e-mail us at vendors@rockintherivers.com or contact the office at 866-285-0097 or 406-285-0099.

We're looking forward to another great year of Rock & Roll at the Bridge. You are a large part of the success of the festival and we wish you all the best of luck with your endeavor.

Sincerely,
Rockin' the Rivers Management & Staff

Rockin' the River 2011

Vending Rules and Regulations



Eligibility:

Rockin' the Rivers (RtR) in its sole discretion, shall determine whether a particular applicant will be accepted as a vendor. No vendor is assured that its application will be accepted. RtR expects vendors to offer attractive values and share in the positive promotion of the concert. RtR offers and assigns booth spaces according to the type of product offered, timely submission of applications including deposits & status of the vendors account with Rockin' the Rivers. Acceptance is at the sole discretion of RtR.

Vending hours will be from 6:00 am - 2:30 am starting Friday through 2:30 am Sunday morning. The Vending gate will open at 2:00 am and remain open until noon the following day. Please schedule your deliveries accordingly. These hours will be strictly enforced.

1. RtR reserves the right, notwithstanding any other provision in the rules and regulations, to cancel its acceptance of an applicant at any time. The reasons for cancellation might include:
 - a. Change in the vendor's product line from the product line first listed in the application.
 - b. The vendor's non-participation in the positive promotion of the rock fest.
 - c. The vendor becoming delinquent in paying any account with RtR.

2. **Remainder of payment is due June 24, 2011. The down payment is non-refundable after July 1st. - NO EXCEPTIONS!** (We will not be collecting payment at concert)

3. Vendor understands and agrees that RtR operates the rock fest for the benefit of all its vendors and customers in attendance. Vendor agrees to refrain from noisy, undignified, or otherwise offensive displays and selling practices. RtR in its sole discretion may alter or physically remove those exhibits it judges incompatible with the purpose and atmosphere of the rock fest.

4. Vendor agrees to be bound by and comply with the city, state, and federal rules and regulations including, but not limited to, those regarding safety and fire prevention. Food vendors must have a county or state permit in order to sell their food at RtR.

5. If you are a food vendor, a permit application from Jefferson County will be included with your packet. It is YOUR RESPONSIBILITY to see that the permit is approved by Jefferson County 10 business days PRIOR to the show. It is highly advisable that you keep a copy of your permit to produce for the inspectors when they come around. If you have any questions regarding permits, please call Megan @ Jefferson County (406)225-4100. For food vendors she will be requiring a mobile F-7 license.

6. Vendors must be set and ready for business by August 12th, 2011 at noon. Vendors must exit the Bridge grounds by 5 pm. on Monday, August 15th.

- Vendors may come in Thursday, August 11, 2011 starting at 8:00 am through the Main Gate, NO EARLY ENTRIES! NO EXCEPTIONS! Our gates do not open to the public until 12 noon on Thursday.
- Please call or text Denise Vandolah to let her know you are at the gate @ 406-581-7015.

Area Control

1. All merchandise, tables, etc. must stay within the assigned booth area.
 - Merchandise or activity cannot interfere with neighboring booths, campsites or concert attendees outside of your vending area.
 - Food vendors may provide extra seating for patrons with prior placement approval by RtR Staff.
2. Vendors agree to keep the area clean and free of waste in and around their vending area. Each vendor will also be supplied with a receptacle for trash. Please use it to keep your area tidy and to prevent trash and debris from escaping into the venue.

Liability and Indemnity

1. All vendors are required to have a liability insurance policy with a minimum of 1 mil per occurrence / 2 mil general aggregate. The certificate will need to accompany your deposit. Also, with final payment, please provide proof from your insurance carrier that Rockin' the Rivers is an additional insured on your policy.
2. Vendor agrees that RtR, Sappington Bridge Productions, the ground personal, and it's employees are not liable for any damage, injury or loss of any person or property. This includes anything directly or indirectly relating the music festival. The vendor waives the right to claim compensation in such cases.
3. RtR shall not be liable for injury or damages to persons or vendor property or products. Vendor further acknowledges that its products shall at all times be at sole risk and that RtR has no responsibility to determine whether products/services vended might infringe upon the rights of any third party.

Miscellaneous

1. RtR reserves the right, without written notice, to change these rules and regulations and to issue additional rules and regulations, as it deems appropriate for the safety and smooth function of the rock fest.
2. The rights, identification and assigned vending space under the terms of this rock fest are not transferable once issued to the vendor.
3. We only supply water and/or power to your vending booth as agreed upon prior to the show. If you wish to hook up your personal quarters to power, you will need to pay the additional fee and be bound by the following guidelines. **There will not be access to water or power hookups to personal RV's or campers if fee is not paid.** Vendors who have paid the additional fee for their personal RV hook-ups may plug into the 20 amp 120 volt outlets on the supply pedestals. You may **NOT** use air conditioners, electric heat or electric hot water heaters. RV's may **NOT** plug into the 50 amp 240 volt outlets on the supply pedestals. These outlets are specifically for vending units. If found in violation of any of these rules, you will be assessed \$100.00 and possibly have your vending booth shut down. If additional violations occur, you will be shut down.
4. Vendors are allowed 1 camper or tent and 1 vehicle behind vending location. All other vehicles will be parked in the vendors parking area to the east of VIP campsites.

VENDOR APPLICATION AND AGREEMENT

**Rockin' the Rivers 2011
August 12th, 13th & 14th**



Initial Application

By completing this application and agreement and returning it to Rockin' the Rivers (RtR) **with a 50% down payment**, the undersigned vendor applies to RtR for booth space for the purpose of presenting and vending of its products. This vending will take place at RtR 2011, to be held on August 12, 13, & 14. It is required that you read sign and mail back acknowledgement of rules with your application. Your application will not be accepted if this is missing. **NO EXCEPTIONS!**

The vendor agrees to be bound by all the provisions of this agreement and the rules and regulations attached to this agreement. Acceptance of this application is at the sole discretion of RtR.

Please direct all vending questions to vendors@rockintherivers.com Or call 406-285-0099 or 866-285-0097

Terms: 50% down with application **No Exceptions** (non refundable after July 1, 2011).

Remainder due: June 24, 2011 **ABSOLUTELY NO EXCEPTIONS!!!**

Please make checks payable to Rockin' the Rivers. We also accept credit cards.

Package Includes: Vending space (1 vehicle maximum and 1 camper is allowed behind vending booth as space allows). Food Vendor spots are approximately 100 ft. deep. Hard Vendor spots are approx. 60 ft. deep. Two 3 day festival passes, one vendor vehicle pass and mention in the 2011 concert guide are included in the package.

Information:

Business Name: _____ **Contact:** _____

Street/ PO Box: _____ **City:** _____

State: _____ **Zip:** _____

Phone: _____ **Fax:** _____ **E-mail:** _____

ITEM	PRICE	QUANTITY	TOTAL
Frontal footage	Flat Rate		
up to 12 feet	\$500.00		
up to 15 feet	\$600.00		
up to 20 feet	\$700.00		
up to 25 feet	\$800.00		
Food - Electricity and Water required	\$50.00		
Food - waste disposal required	\$20.00		
Food - 220 volt electricity (hard wire)	\$100.00		
Hard -electricity (one plug max)	\$25.00		
Personal RV hook-up	\$25.00		
Additional worker passes on approval prior to show	\$80.00		
Corner Spot	\$100.00		
Total:			
Card type and number (Provide CC info if different from info above)	Exp. Date	Check #	Amount
Signature: _____		Date: _____	

VENDOR ELECTRICAL REQUIREMENTS EFFECTIVE 2011 UNTIL FURTHER AMENDED

Due to State and local regulations the following changes will be required for all vendors attending the 2011 RTR concert events.

All vendors are responsible for their own connections with the use of their own extension cords. The cords must be appropriately sized to the amperage of the vending unit.

All cords feeding refrigerators, freezers or lighting outside of the vending unit must also be appropriately sized to each piece of equipment. (Please see attached amperage breakdown)

All vending units with onboard circuit breaker panels need to plug into a standard 50 amp 250 volt 4 wire RV outlet. (Adapters, cord ends and extension cords are available at any RV dealer)

All vendors requiring 240 volts, that do not have an onboard circuit breaker panel, must consult the RTR site electrician prior to the event. **(NOT UPON ARRIVAL!)**

All extension cords including 50 amp 240 volt cords need to be at least **100 FT. Long**. The use of multiple cords (up to 3) will be permitted as long as the first cord from RTR power supply is at least 30 FT. long to prevent cord connections from lying in the Fire Lane.

Frayed cords, open air splices, wire nut splices or tape balled cords are prohibited. All splices in cords must be in a weather tight junction box.

All cords must have the ground prongs intact.

Vendors **who have paid the additional fee for their personal RV hook-ups** may plug into the 20 amp 120 volt outlets on the supply pedestals. **You may NOT use air conditioners, electric heat or electric hot water heaters. RV's may NOT plug into the 50 amp 240 volt outlets on the supply pedestals. These outlets are specifically for vending units. If found in violation of any of these rules, you will be assessed \$100.00 and possibly have your vending booth shut down. If additional violations occur, you will be shut down.**

Personal Generators may be used to keep food cold or frozen prior to the event. **RtR will provide power 24 hours prior to the event and remain through 1:00 pm the day after event ends.** At this time you will be required to properly store your generators and any fuel containers.

Every morning between 8:00 am and 9:00 am there will be a brief power outage lasting approximately 5 to 10 minutes. The Fire Marshall requires us to shut down the generators to refuel.

Any vendor not meeting these requirements will be subject to possible disconnection or repairs. Repairs can possibly be made by the RtR site electrician at the cost of \$100.00 per hour plus material costs; payment at the time of service.

AMPERAGE BREAKDOWN

There are two ways to find the amperage of the cord you need.

1. The name plate will say FLA (Full Load Amps). On the dual voltage appliances, you need to know if it is hooked up to 120 or 240 volts.
2. The name plate will say Watts and Volts. On these appliance types you need to divide the watts by the volts. This will tell you the amps.

Amperage of the extension cords are as follows:

16 Gauge	12 AMPS MAX
14 Gauge	18 AMPS MAX
12 Gauge	25 AMPS MAX
10 Gauge	30 AMPS MAX
8 Gauge	40 AMPS MAX
6 Gauge	55 AMPS MAX

****NOTE:** If your vending unit is pre wired with a circuit breaker panel, use the same size extension cord as the cord supplied with the vending unit.

If you have any concerns or questions regarding these requirements, please contact the **RTR site electrician, Mike Bell at (208) 691-2986.**

**Rockin' the Rivers 2011
Vendor Application Checklist**



- Application filled out completely.
- Deposit (Application will not be accepted without deposit).
- Proof of liability insurance.
- Signed and dated letter of acknowledgement of all rules and guidelines.

Letter of Acknowledgement

I _____ of _____
Name (Please Print) Business Name (Please Print)

have read, understand and will comply with all of the rules and guidelines stated in the entirety of the RtR 2011 Vendor Application.

Signature

Business Name

Date Signed

JEFFERSON COUNTY HEALTH DEPARTMENT TEMPORARY EVENT FOOD SERVICE VENDOR APPLICATION

Name of Event _____ Location _____

Date and Time of Event _____

Name of Organization _____

Mailing Address _____ City _____ ST _____ Zip _____

Person in Charge of Booth _____ Telephone _____

<input type="checkbox"/> Non Profit (Exempt from licensing fees) <input type="checkbox"/> Food Purveyors License # _____ (F10 or F7) <input type="checkbox"/> \$85.00 Establishments with 2 or fewer employees working at any one time. <input type="checkbox"/> \$115.00 Establishments with 3 or more employees working at any one time. <p style="text-align: center;"><u>Make check payable to MDPHHS</u></p>	<p>Office use Only:</p> <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ Receipt # _____
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Check the category that best describes your vending:

- Prepackaged snacks (chips, candy, gum, nuts), ice cream novelties, whole fruits, canned or bottled soda/water/juice, bulk nuts, dispensed soda, etc.
- Fruit cups, unwrapped bakery, unwrapped desserts, scooped ice cream without toppings, etc.
- Making*** cotton candy, lemonade, sno-cones, soft-serve ice cream, fruit cups, popcorn, sundaes, floats, cakes, pastries, cookies, funnel cakes, fritters, donuts, espresso, cappuccino, tea, fruit juice, smoothies, confections, roasted nuts, coffee, kettle corn, etc.
- Potentially hazardous foods ie, hamburgers, hot dogs, brats, etc.

Menu

Note: No food preparation may be done at home. All food must be prepared on site or in an approved licensed kitchen.

Applicant Signature

Date

The following section is to be completed by the Health Department for internal use only

JCHD Staff _____ Date _____

Jefferson County Health Department Mobile Food Service Requirements

A “Mobile Food Service” means a vehicle mounted food establishment designed to be readily movable. A mobile food service must meet the requirements of Title 37 Chapter 110 Subchapter 2, Administrative Rules of Montana (ARM); however, a mobile unit selling commercially prepared and packaged non-potentially hazardous foods, e.g. candy bars, muffins, cookies, canned soda, etc., is exempt from these licensing requirements provided that the food is provided to the consumer in the original unopened package.

For licensure as a mobile food service unit a **plan review process** must be followed. This requires the submittal of a set of drawn, labeled plans. Attachments would include but are not limited to an equipment list, water and wastewater system plumbing and storage plans, a menu, and a written proposal describing the type of food service, method(s) of food preparation, method(s) of temperature control, and location and license number of service area (commissary) if not fully self-contained. A description of where the unit will be serviced for water and wastewater, provisions for power supply during transportation and operation, and food supply distribution plan must be included. The completed unit must be available for inspection prior to operation and at least a week prior to a scheduled event. **Mobile Food Service units licensed in another county may be required to demonstrate compliance with ARM 37 Chapter 110 Subchapter 2 prior to operation in Jefferson County.**

The minimum requirements for the operation of Mobile Food Service units in Jefferson County are summarized below. This list is to be considered as a minimum requirement only and does not relieve the operator from compliance with the general food service establishment requirements in ARM 37 Chapter 110 Subchapter 2. (Additional requirements may be imposed and/or the sale of some or all potentially hazardous foods may be prohibited as necessary to protect against public health hazards.)

Minimum Mobile Food Service Unit Requirements

1. A local commissary or service area will be required, unless the unit is a “**self contained, fully equipped mobile unit**”, with all food preparation, food and equipment storage, and cleaning and sanitizing of the unit and all equipment and utensils is capable of being performed on the unit for an extended period. **When a commissary is required the entire mobile unit must report to the commissary on a daily basis for servicing.** The commissary, or service area, must be in Jefferson County unless the sanitarian gives written approval for a commissary located outside Jefferson County. For commissaries located out of the county the operator must certify in writing how often he/she will return to the commissary and what operations will be conducted at the commissary. (Confirmation as to the suitability of the commissary may be made by consultation with the local sanitarian and/or by inspection of the commissary.) A commissary must have a Food Purveyors License.
2. Hot and cold water under pressure must be provided. Freshwater capacities will vary on a case by case basis depending on menu, sink size, amount of food handling and clean

- up, number of employees and hours/days of operation. The waste water holding tank must be at least 15% larger than the potable water tank and must be located below the potable water tank. (See ARM 37.110.256 for additional design requirements for plumbing and waste disposal requirements.)
3. A separate hand wash sink with hot and cold water under pressure must be provided and with soap and disposable towels readily available.
 4. A 3-compartment sink with drain boards on each side must be provided with compartments large enough to fully submerge any utensils, pots, pans, or other food preparation equipment not designed to be cleaned in place. (The third compartment may be use for vegetable wash during periods of non-use provided the sink is cleaned and sanitized and it can be demonstrated that contamination of the vegetables will not occur.)
 5. All dishwashing, food prep sinks, ice machines and ice bins must have indirect waste (air gaps) to the wastewater holding tanks.
 6. Enough mechanical refrigeration (coolers and/or freezers) and hot holding equipment must be provided to support the proposed menu. Ice chests are not adequate refrigeration and the use of stove tops and/or grills are discouraged for hot holding devices as they are difficult to regulate.
 7. While mop sinks are not specifically required the operator must demonstrate how mop water used to clean the floor of the unit will be disposed of. (Mop water cannot be dumped into the 3-compartment sink.) A utility sink can be installed and used as the hand sink, provided it is located such that splash from dumped water will not contaminate food or food contact surfaces,
 8. Sufficient dry storage space is required to hold all non-perishable food supplies and paper supplies protected from contamination.
 9. All food preparation equipment must be contained within the mobile unit, except that outdoor grills, popcorn kettles, and the like are allowed outside provided they are easily accessible to the mobile unit, are sectioned off from access by the public, and have overhead coverage to protect against the weather. Use of these units must be suspended during blowing dust events unless the area is protected by walls. Note: In remote areas without concrete, paving, or dense grass cover outside cooking units will be prohibited.
 10. All interior surfaces must be smooth, durable, non-absorbent, and easily cleanable.
 11. Lights must be shielded
 12. A food grade hose must be used to supply potable water from an approved source. The water inlet must be located so that it will not be contaminated by waste discharge, road dust, oil or grease, or any other contaminants; must be kept capped when not connected to a water source, and provided with a transition connection that will prevent its use for any other service.
 13. The wastewater connections must be of different size and type than those for supplying potable water to the vehicle.
 14. All wastes must be discharged into an approved sanitary sewer. No exceptions.
 15. A mobile food service unit need not comply with the requirements in ARM 37.110.215 regarding cleaning and sanitizing equipment and utensils, if the unit reports daily to an approved commissary or servicing area and serves;
 - a. Only food from approved sources, packaged in individual servings and transported and stored under conditions meeting the requirements of the above cited ARM
 - b. Beverages that are not potentially hazardous and are dispensed from covered urns or other protected equipment.