

HIGHER GROUND music festival + 2008

august 15-16
winsted, mn

<http://hgmusicfest.com>

Thank you for your interest in being a vendor at Higher Ground Music Festival. We are now accepting vendor applications for 2008.

Higher Ground is the fastest-growing music festival in the five-state area. Our commitment to success and marketing efforts have resulted in 40 to 50 percent annual growth. We are extremely pleased and excited to be planning our fourth year!

Higher Ground Music Festival is an annual two-day spirit-filled Christian music festival featuring national Christian artists. It is a multi-generational event providing activities for all ages. The festival is proud to offer free admission to kids age 10 and under. HG is a scenic, outdoor event within a safe, secured area. Artists perform on two alternating stages for continuous music enjoyment. Thousands of campsites are adjacent to the venue for weekend camping. The festival is fully operated by volunteers who are dedicated to the Christian education this festival supports. HG is located just 35 miles west of the Twin Cities in Winsted, MN. Please visit the website for detailed festival information and updates. www.hgmusicfest.com

Vendors wishing to successfully reach thousands of Christian consumers would benefit from having a vendor booth at Higher Ground. HG offers increased and targeted exposure for your business or ministry. The festival is an excellent opportunity for outreach, advertising and sales. Our vendor packages are designed to make your experience at Higher Ground rewarding. Package descriptions are explained in the contract.

HG is very pleased to offer our vendors/exhibitors an **“Early Bird Bonus.”** We are **discounting prices for vendors signed up and paid for prior to Jan. 31, 2008.** Along with the discount, we are offering a **free advertising link to your business** on the HG vendor web page. This is a great opportunity to market your business and/or ministry.

Great sponsorship packages are also available. Partnering with HG provides increased opportunities for business growth, marketing and exposure. Please contact me ASAP for details regarding sponsorships!

All applicants must return the signed contract and payment by Jan. 31, 2008 for the discount prices. The final date for vendor consideration is June 15, 2008. If selling products, copy of insurance and MN State tax form must also be returned.

Please contact me for further questions. I look forward to hearing from you.

God's Blessings,
Melissa Neumann
952-457-3012
vendormgr@hgmusicfest.com
Higher Ground Vendor Coordinator
PO Box 9, Winsted, MN 55395

Rules and Regulations for Higher Ground Music Festival Vendors - 2008

Contract

The application and agreement properly completed by the vendor shall, upon written acceptance and notification by Higher Ground, constitute a valid and binding contract between the Vendor and Higher Ground Music Festival.

Acceptance/Assignment of Exhibit Space

Higher Ground reserves the right to refuse applications that do not meet the standards set for the festival. All applications go through a review process based on the following and are not accepted on a first come, first serve basis.

- Balance of products offered
- Uniqueness and appeal of merchandise
- Financial responsibility

Applicants who are not approved will receive a full refund. All applicants are required to fill out and sign the enclosed Vendor Application/Agreement and mail with proper payment enclosed. Please select your space location placement in the Main Vendor Tent (10' wide by 8' deep booth) or outdoor space (20' by 20'). **EARLY BIRD DISCOUNT DEADLINE IS 1/31/08.**

Cancellation Policy

If the cancellation of a Vendor Application Agreement is desired, Higher Ground must receive the written Request for Cancellation on or before June 1, 2008. Vendors, whose written request for cancellation are received by Higher Ground on or before June 1, 2008 will be refunded all application fees, less a \$250 cancellation fee.

Furnishings

Electrical outlets must be ordered in advance on the Vendor Application. Furniture, floor coverings and accessories other than those called out in the contract are the sole responsibility of the Vendor. All furnishings must be contained within the booth boundaries.

Electrical

Lights under the main vendor tent are provided by Higher Ground. Vendors must state electrical needs on contract/application. If purchasing electrical outlets, Vendors are responsible for providing their own power surge protection and UL listed extension cords. Higher Ground is not responsible for damage resulting from power surges. **Generators are not allowed for use under the main vendor tent.**

Generator Use

When choosing space outside of the main vendor tent, Vendors may supply their own generator and it must be set up by 2 p.m. Thursday on the grounds to be inspected by Licensed Electrical Inspector unless prior arrangements are made in writing.

Restriction of Use

No Vendor/Sponsor shall submit, assign or share any part of the space allocated to him without the written consent of Higher Ground. Material or literature may not be sold or distributed outside of your booth space and must be from the exhibiting organization only. Higher Ground reserves the right to inspect and approve or reject all literature and materials both prior to, and during the festival.

Operation of sound devices is allowed if the Vendor complies with audio volume restrictions. Volume may not extend beyond the perimeter of your booth (strictly enforced). Higher Ground requires vendor to obtain its own license for copyrighted music.

Merchandise Vendors

Only items specified and submitted with an approved Vendor Application form will be permitted to be sold. Please provide a detailed listing. Higher Ground endeavors to produce a quality event for the entire community; however, Higher Ground does not guarantee the number of attendees or potential sales.

Rules and Regulations for Higher Ground Music Festival Vendors - 2008

Food Vendors

All food, beverage or product sampling must be pre-approved by a Higher Ground committee member. Food vendors are required to follow generator requirements and MN State Food Regulations. Food vendors must follow separate contract and regulation form requirements.

Tickets

Each merchandise vendor will receive 2 weekend wristband tickets for persons who will staff the vendor booth.

Each nonprofit organization will receive 4 weekend wristband tickets.

Additional tickets are available at discounted prices for vendors to staff their booths upon arrival at Vendor entrance gate.

Wristbands may NOT be given to another person to wear. Any wristbands cut & taped or modified will be removed and replacements sold at full price.

Lost, stolen or removed wristbands will not be replaced.

Set-Up

Vendor will be issued 2 vehicle passes to be used for set up (Thursday 12 noon to 8 p.m. and Friday 8:00 a.m. to 10:00 a.m.).

Vendors will not be permitted to enter and drive through the area while gates are open to the public. Set up must be complete before 10:00 a.m. each morning. Additional vehicles from Vendors organization must use general parking.

Operating Hours

Vendors agree to staff their area during event open gate hours. All food vendors and tent booths should be open and staffed during these hours:

Friday 10:00 a.m. to end of last show (approximately 11:30 p.m.)
Saturday 10:00 am to end of last show (approximately 11:30 p.m.)

Sponsorship Packages

Information available upon request.

Tear Down

Vehicles are not allowed entrance or exit during open gate hours. Vendors can begin tear down at the end of the last act of the on Saturday evening.

All product and furnishings must be removed from the grounds after the end of the last act on Saturday unless prior arrangement is made with the Higher Ground staff.

Security and Insurance

The Vendor area will be secured Thursday night starting at 10 p.m. and through the week-end. Higher Ground will not be responsible for loss, theft or damage of any property at any time.

All merchandise vendors are required and responsible for providing their own insurance. Higher Ground is to be supplied proof of insurance with Higher Ground named as additional insured.

For questions on insurance please contact Higher Ground.

Hold Harmless

It is understood that Higher Ground is in no way responsible for any damages or losses to any property exhibited by the Vendor. It is the sole responsibility of the Vendor to cover such loss or damages with his/her own insurance. Vendor shall indemnify and hold Higher Ground Music Festival and their staff members harmless from any and all claims or other liabilities arising out of the conduct of the vendor or members of its staff whether or not such conduct was performed in offering of its product(s) to the public. The vendor shall hold Higher Ground harmless from any and all liability and from liabilities incurred in or about any such claim action or employment operation.

**HIGHER GROUND 2008
VENDOR AND/OR MERCHANDISE CONTRACT**

VENDOR NAME: _____
 ADDRESS: _____
 PHONE: _____ E MAIL: _____
 DESCRIPTION OF ITEM(S) BEING SOLD OR DISPLAYED: _____

Vendors will not be allowed to add items to their description of merchandise to be sold without written approval from Higher Ground.

UNDER MAIN VENDOR TENT

Higher Ground provides one (1) 8ft table, 2 chairs and lighting

		x box	Extended Cost
MERCHANDISE VENDORS SELLING PRODUCTS	Early Bird Special before 1/31/08	\$450.00	<input type="text"/>
	After 1/31/08	\$500.00	<input type="text"/>

INFORMATIONAL VENDORS - NOT SELLING PRODUCTS

	Early Bird Special before 1/31/08	\$400.00	<input type="text"/>
	After 1/31/08	\$450.00	<input type="text"/>
Additional Space (Max 2 add'l spaces)	# of add'l <input type="text"/>	\$300.00 ea	<input type="text"/>
Optional Electrical Outlet (10 amp shared service)		\$50.00	<input type="text"/>
Optional Electrical Outlet (10 amp dedicated) (larger circuits available upon request)		\$120.00	<input type="text"/>

OUTSIDE VENDOR SPACE

20' x 20' space located outside, within the venue area	Early Bird Special before 1/31/08	\$350.00	<input type="text"/>
	After 1/31/08	\$400.00	<input type="text"/>

* Vendor supplies all their own tables, chairs, generators/lights, tent and any other furnishings needed

EARLY BIRD SPECIAL applies if signed contract and payment is received before 1/31/2008. HIGHER GROUND will place your LOGO and link to your website at no charge on our vendor website as part of Early Bird Special.

- * You must supply logo in JPG format via email
- * All logos will appear in Higher Ground vendor page starting February 15, 2008.

This agreement is between Higher Ground 2008 and the above named Vendor. The Vendor agrees to sell the merchandise listed above and **only the merchandise listed above** as approved by Higher Ground. **Deadline for consideration of application and payment must be received by June 15, 2008.**

We will confirm or deny acceptance as soon as we receive and review all required items. All Vendors selling merchandise are individually responsible to collect and pay any required local and state taxes.

Any Vendor selling items at the event is **required to send a copy of your insurance coverage naming "Higher Ground as additional insured" to us along with payment and State Tax form ST19.**

By signing here I acknowledge that I have read and will adhere to "Rules and Regulations for Higher Ground Music Festival Vendors 2008".

Signing and submitting this form is also considered an application for Vendor space at Higher Ground and becomes a valid contract when signed by Higher Ground staff and returned to the Vendor.

VENDOR SIGNATURE _____ DATE _____
 HIGHER GROUND SIGNATURE _____ DATE _____
 Check _____ or Credit Card Type: Discover _____ Master Card _____ VISA _____
 Name as it appears on card: _____ Exp Date: _____
 Credit Card Number: _____
 Billing Address: _____

Mail completed form and check or credit card info to: Higher Ground, PO Box 9, Winsted, MN 55395

To contact us by email: VENDORMGR@HGMUSICFEST.COM