



www.otsegojamfest.com

## **2<sup>nd</sup> Annual Otsego JamFest August 5<sup>th</sup> and 6<sup>th</sup>, 2011**

### **Information and Application Forms Food, Commercial and Arts & Crafts**

#### **Festival Location**

The Festival is located in Otsego's Waterfront District in the parking lots of Rockwood's, Denny's and the Holiday Inn along Quaday Avenue. Public parking is available, within easy walking distance

#### **Vendor Fee Deposits**

Applications are due May 15, 2011. Payment of \$100.00 must be included with all vendor category applications. A \$25.00 fee will be charged for any bank returned check. Notification of acceptance or denial will be sent by July 1st, 2011. If application is not approved, a refund will be given. Deposit of the \$100.00 check does not mean that you have been accepted.

#### **General Information for all Vendors**

Please Read Carefully

\*All applications are due by July 15th, 2011. The committee will try to accommodate you when possible. Previous participation in the Otsego JamFest will be considered in the selection process.

\*Tickets redeemed will be weighed and vendor will be paid based on this.

\*Otsego Jamfest Organizers are the exclusive provider of all soft drink, water and beverage sales

\*Vendors will be responsible for reporting their own taxes.

\*Vendors must park in specified area and will not park adjacent or near their booth

\*Limited parking will be available for vendors. Two vendor parking passes will be issued per vendor. Vendors can set up after 8 am on Saturday, August 6th. Vendors are expected to display from noon on Saturday until 7pm. If earlier set up times or display times are needed they must get prior written approval.

\*Booth construction is the vendor's responsibility and must be contained within your assigned space. Vendors should bring any tables or display units and related equipment. Clean up of space is the responsibility of each vendor at the close of the Festival. Space not cleaned will result in the vendor being billed for clean up services and their elimination from future participation.

\*Any merchandise bearing the Otsego JamFest name and/or logo, which is a registered trademark, can only be sold by the Otsego JamFest and major sponsors of the Festival with prior approval.

\*Vendor fee includes one 10' x 10' space only (no larger). Everything must be confined to the allotted space. Example: if you have a 15' tent you must reserve and pay for two 10' x 10' (10'x20') spaces. The vendor areas are on asphalt and activities from your booth are restricted to your assigned spaces. Roaming away from your assigned space to sell your



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items is strictly prohibited.

### Vendor's Fees and Information

#### Food Information

Insurance Information: Product Liability insurance (\$1,000,000) for each occurrence and \$1,000,000 combined single limits) is required of all food vendors. If your application is approved, we will require a certificate of insurance indicating liability limits and naming Otsego JamFest as additional insured. Your insurance certificate must be on file prior to set up.

A Health Department certificate will be required.

The Concession Committee may assign an exclusive supplier for ice and beverages. If an exclusive vendor is not assigned, you may supply your own products. Information regarding this will be supplied to you upon acceptance to the Festival.

#### Space Fees

Food Vendors	10'x15'	\$100.00 plus 25% of gross (\$100 deposit applied to these fees)
Arts & Craft, Retail and Non-Retail Commercial Vendors	10'x10'	\$75.00
Non-Profits	10'x10'	\$25

**There is security on site. However, all merchandise is the responsibility of the individual exhibitor**

**No Pets Allowed**

**Otsego JamFest Application  
9020 Quaday Avenue  
Otsego, MN 55330**

**Email: [otsegodennys@comcast.net](mailto:otsegodennys@comcast.net) [www.otsegojamfest.com](http://www.otsegojamfest.com)**

**For Festival Use Only**

**Vendor Category\_**

**Commercial    Food    Arts and Crafts**

**Fee Received                      Check Number                      Balance Due**

**Insurance Certificate Received (Food Vendors Only)**

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**Business Organization** \_\_\_\_\_



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Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Tel.# (easiest to reach) \_\_\_\_\_

Email address \_\_\_\_\_ Fed ID# \_\_\_\_\_

Check appropriate vendor category: If the festival deems you are in another vendor category you must pay the difference in fees.

\_\_\_\_\_ Arts and Crafts \_\_\_\_\_ Non Profit

\_\_\_\_\_ Commercial \_\_\_\_\_ Food

Total Number of Spaces Requested \_\_\_\_\_

**Electrical Needs**

Please Check One: This is a mandatory requirement to process your application.

\_\_\_\_\_ Yes, I would like the festival to provide electricity \_\_\_\_\_ 110 (\$35)

\_\_\_\_\_ No, I do not need electricity

\_\_\_\_\_ Yes, I plan to bring a low noise generator

\_\_\_\_\_ No, I will not be bringing a generator

**ALL VENDORS: MANDATORY**

**PLEASE USE THIS SPACE FOR YOUR DETAILED LIST OF ITEMS TO BE DISPLAYED AND/OR SOLD. YOU MUST ATTACH 3 CURRENT PHOTOS. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.**

- If paying by check, send with completed application to 9020 Quaday Avenue, Otsego, MN 55330
- If paying by credit card (Visa, MC, Discover) complete the information below and email to [otsegodennys@comcast.net](mailto:otsegodennys@comcast.net)

Credit Card Number \_\_\_\_\_ Exp Date \_\_\_\_\_

Name on Card \_\_\_\_\_



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**HOLD HARMLESS and INDEMNITY CLAUSE**

\_\_\_\_\_ (Name of Vendor), its officers, and members shall, through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend Otsego Jamfest, Holiday Inn Otsego, Rockwoods and Denny's, and their agents and employees from all liability, judgments, suits, costs, and actions, including attorneys' fees and all costs of litigation of every kind and description brought or rendered against Otsego Jamfest, Holiday Inn Otsego, Rockwoods and Denny's, as a result of loss, damage, or injury to persons (including death) or property by reason of any act or failure to act by

\_\_\_\_\_, its officers, members, or employees.

(Name of Vendor)

\_\_\_\_\_  
Event name- **Otsego Jamfest**

Date of event- **August 5 & 6, 2011**