

Dear Potential Vendors & Exhibitors:

Welcome vendors and exhibitors to the 2018 Kick'n Up Kountry Music Festival! Attached to this letter you will find the *guidelines* and *application form* for this year.

Please note some important new details for this year:

1. **Hours of operation:** Each day the gates will open up at 10am and will close after 11pm
2. **Set-up times** are Tuesday afternoon, June 5th, 2018. Your booth needs to be open by noon on Wednesday.
3. **Applications must be received by April 1<sup>st</sup>, 2018**
4. **Food Vendor Fee: \$750**  
*\*Food Vendor with a standard campsite is: \$895*  
*\*Food Vendor with a VIP campsite is: \$925*
5. **Retail Vendor Fee: \$325** *\*Retail exhibitor with a standard campsite is: \$470*
6. **Absolutely no camping inside the concert bowl and no camping in food vendor or exhibitor stands. If vendors are staying at the festival it must be in a campsite!**
7. Food vendors will be operating inside the concert bowl. There will be electricity available for you to plug in.
8. Large vehicles are not allowed to park by your set-up at any time before, during, or after the festival.
9. The festival will be held one mile west of Karlstad, MN, on Hwy # 11, and 1/2 mile south on Wagon Wheel Ridge.
10. **Each vendor fee includes one vendor pass for the applicant and one pass for an assistant. Any more people to assist with sales are required to buy a festival ticket.**

**Please read over the festival guidelines before filling out your application.**

*\*Note: Sending in the application does not guarantee your acceptance. You will be notified by May 15th if you have been accepted.*

Please sign and date your forms and return them with the appropriate payment. Keep a copy of your application and rules and return the originals to the address listed on the application.

If you have any questions or concerns, please feel free to contact us at the phone number or email address listed below.

Thank you,

**Ardell Larson, CEO**



**Kick'n Up Kountry, Inc.  
249 S. State Ave.  
Lake Bronson, MN 56734**

Email: [kicknupkountry@wiktel.com](mailto:kicknupkountry@wiktel.com)

Toll-free phone: 1-877-KICKNUP (542-5687)

Website: [www.kicknupkountry.com](http://www.kicknupkountry.com)



## 2018 Guidelines for Festival Exhibitor/Vendor Participation

**\*Please read the following information carefully, as there have been some changes from previous years**

### The Event

Kick'n Up Kountry Music Festival is now a three and a half day music festival which will take place from Wednesday, June 6<sup>th</sup> through Saturday, June 9<sup>th</sup>, Karlstad, MN. From Karlstad, it is located one mile west on Hwy # 11, and then 1/2 mile south on Wagon Wheel Ridge. The festival will feature music by regional and nationally known entertainment. These guidelines pertain to Kick'n Up Kountry, Inc., a Minnesota corporation and its' offering of space on the Festival grounds for all days of the event. Kick'n Up Kountry, Inc. reserves the sole right to approve the participation of any applying exhibitor or vendor.

**A confirmation letter will be sent out to the accepted exhibitors and vendors by May 15<sup>th</sup>, 2018 if their application is received prior to April 1, 2018.**

### Vendor Space

Regular exhibitor/vendor spaces are rented out in 10'x10' squares. Food/beverage vendor spaces are rented per vending unit. Kick'n Up Kountry, Inc. does not provide tables, chairs or tents or any other furniture, therefore you must furnish these items yourself.

### Vendor Participation

You are required to have your booth(s) open on:

Wednesday, June 6<sup>th</sup> (from 12pm until 11:00 pm)

Thursday, June 7<sup>th</sup> (from 11am to 11pm)

Friday, June 8<sup>th</sup> (from 11am to 11pm)

Saturday, June 9<sup>th</sup> (from 11am to 11pm)

\*Deviations from this policy may be negotiated with Festival Management or his/her designee.

### Insurance

It is required that you have proof of liability insurance present at your booth during the Festival. Food vendors are required to provide proof of insurance to Kick'n Up Kountry, Inc. prior to the start of the Festival. Please read your Exhibitor/Vendor Agreement carefully prior to signing it.

### Permits

It is your responsibility to deal with any necessary permits and/or licenses (I.e. Minnesota Health Permit, Minnesota Sales Tax, etc.) All approved food/beverage vendors must submit a copy of their Minnesota Health Permit to Kick'n Up Kountry, Inc. no later than May 1st, 2018. Kick'n Up Kountry, Inc. reserves the right to charge any exhibitor or vendor a cleaning fee should they leave their space(s) in a condition that requires additional cleaning. This fee is not included in the deposit. You may not share your booth space(s) to/with another business or organization without prior written consent from Kick'n Up Kountry, Inc. Festival Management or his/her designee.

**Subletting of booth spaces(s) is not allowed and will result in your expulsion from the Festival grounds for the duration of the Festival without any refund or other compensation.**

### Limitation to Stated Activities

You must limit your activities at the Festival to those you state on your application, which must pertain to your organization/business. You must also limit the conduct of these activities to your booth space(s). **Sales or distribution of anything done by walking through the Festival grounds is not permitted without prior written consent.**

**Cleaning Charges/Fees**

Kick'n Up Kountry, Inc. reserves the right to charge any exhibitor or vendor a cleaning fee should they leave their space(s) in a condition that requires additional cleaning. **This fee is not included in the deposit.**

**Subletting and Sharing of Booth Spaces**

Please read the following information carefully, as there have been some changes from previous years.

You may not share your booth space(s) to/with another business or organization without prior written consent from Kick'n Up Kountry, inc. Festival Management or his/her designee. Subletting of booth space(s) is not allowed and will result in your expulsion from the Festival grounds for the duration of the Festival without any refund or other compensation.

**Limitation to Stated Activities**

You must limit your activities at the Festival to those you state on your application, which must pertain to your organization/business. You must also limit the conduct of these activities to your booth space(s).

**Sales or distribution of anything done by walking through the Festival grounds is not permitted without prior written consent.**

**Produce Duplication and Exclusivity**

Kick'n up Kountry, Inc. reserves the right to determine the number of businesses or organizations that exhibit or vend similar products or services at the Festival.

**Food and Beverage Sales**

Potential food vendors must contact the Festival Management prior to submitting an application. Food sales will no longer be conducted through tickets purchased, instead, vendors may sell for cash. Pop and Water must be bought from either Coke or Pepsi, whichever is our sponsor, so please check with the office before you purchase your product so that there is no confusion at the event.

**Vehicles**

Food vendors may keep their supply truck by their food stand; however, any other vehicles **MUST** park in the General parking area of the festival and pay the \$5 per day fee. Retail vendors must park **ALL** vehicles in General parking and pay the \$5 daily fee.

**Camping**

Absolutely no camping inside the concert bowl and no camping in food vendor or exhibitor stands. If vendors are staying at the festival it must be in a campsite!

**Cancellations**

No refunds will be issued after application acceptance.

**No Assumption of Endorsement of Affiliation**

Acceptance as an exhibitor or vendor by Kick'n Up Kountry, Inc. does not imply endorsement of affiliation with the organization and / or individual. The view expressed by exhibitors and vendors are not necessarily those of Kick'n Up Kountry, Inc., its community partners or its corporate sponsors. Please see the Exhibitor/Vendor Agreement for more information.

**Failure to Follow Guidelines/Laws**

Kick'n Up Kountry Inc. wishes to be as inclusive as possible in all of its events. Please contact us with any issues that might prevent your group from fully participating in the Festival.

**For further information please contact:**

**Kick'n Up Kountry, Inc. Festival Management**

**Phone: 218-754-2861 Fax: 218-754-2862**

**Email: [kicknupkountry@wiktel.com](mailto:kicknupkountry@wiktel.com)**

**Return your completed festival application packet to:**

**Kick'n Up Kountry, Inc.**

**Attn: Festival Management**

**249 S. State Ave.**

**Lake Bronson, MN 56734**



## 2018 Guidelines for Festival Exhibitor/Vendor Agreement

\*Please retain a copy of this document for your records

The Applicant understands that they and/or their business/organization are solely responsible for calculating and reporting to the Internal Revenue Service and the Minnesota Department of Revenue all taxes arising from the sale of taxable items at the Festival.

The Applicant understands that they may cancel their and/or their businesses/organization's application, in writing only, at any time up until the close of business of May 2nd, 2018, and expect a refund, except of any application fees paid, as noted on the application. The applicant further understands that if the attached application is canceled by them or by their business/organization after May 2nd, 2018, for any reason, all fees and deposits paid will not be refunded. The Applicant understands that the use granted them and/or their business/organization by Kick'n Up Kountry, Inc. is a license to occupy only, and is not couple with an interest in the property and that Kick'n Up Kountry, Inc. retains the right to terminate this license to occupy at any time during the term of the applicant's use if, in the sole determination of Kick'n Up Kountry, Inc.:

1. The Applicant is found to have falsified any of the statements contained in their attached Application
2. The Applicant is found to have changed or added to the use described in their attached Application
3. The Application creates a nuisance to Kick'n Up Kountry, Inc., its other licensees, and/or its guest
4. The Applicant's use of the premises in any other way interferes with the orderly, safe, and successful conduct of the Festival

By my signature below, I understand that my acceptance as an exhibitor or vendor by Kick'n Up Kountry, Inc. Does not imply and endorsement by or affiliation with Kick'n Up Kountry, Inc. I further understand that I may not use Kick'n Up Kountry, inc. Corporate name, logos, trademarks, and/or copyrighted material unless I have received the expressed written permission of Kick'n Up Kountry, Inc. By my signature below, I affirm that I have read, clearly understood, and agree to the terms contained in this Agreement, the attached Application, and the enclosed 2018 Guidelines for Exhibitor/Vendor Participation. I also affirm that I clearly understand the responsibilities accorded to me/my organizations as a participating exhibitor or vendor at the 2018 Kick'n Up Kountry Music Festival. I also hereby declare that all information provided in the Agreement and attached Application by me is true, correct and complete.

X \_\_\_\_\_ Signature: Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Business Name:  
(please print) \_\_\_\_\_



## 2018 Festival Exhibitor/Vendor Application

PLEASE RETAIN A COPY OF THIS APPLICATION FOR YOUR RECORDS

<b>APPLICANT INFORMATION (Please print clearly)</b>		
Organization/Business Name:		
Contact Address:		
Mailing Address:		
City:	State:	Zip Code:
<b>CONTACT INFORMATION</b>		
Daytime Phone:	Evening Phone:	
Fax Number:	Email:	
<b>Have you been an exhibitor or vendor at the Festival before?</b> (circle one) YES NO		
<b>If you are a new participant or have a new trailer/booth, please include a photo with your application.</b> NOTE: Photos will not be returned		
<b>Booth/Trailer Size (including hitch &amp; awnings):</b>		
<b>If you use a tent, is it bear-proof and flame resistant?</b> YES NO <b>Do you use LP-gas?</b> YES NO		
<b>If you use LP-gas, is the tank securely fastened in place to prevent unauthorized movement?</b> YES NO		
<b>ELECTRICITY: How many total amps do you need?</b>		
<b>What kind of electrical receptacle and how many do you need?</b> i.e. 1-20 amp or 1-50 amp		
<b>Are you current with all inspections- Health, Electric, Fire?</b> YES NO		

<b>FESTIVAL FEE CALCULATION</b>			
Please indicate (below) the number of booths you are requesting next to the type of organization or business that most closely matches your group's description and whether you intend to conduct sales at your booth(s) or not. <b>Sampling of any kind requires a written agreement with Kick'n Up Kountry, Inc. No exceptions will be granted to this policy.</b>			
BOOTH TYPE	FEE PER BOOTH	NUMBER OF BOOTHS	TOTAL FEES
Retail Exhibitor Booth	\$325		
Retail Booth with Standard Campsite	\$470		
Food Vendor Booth Only	\$750		
Food Vendor with a Standard campsite	\$895		
Food Vendor with a VIP campsite	\$925		
<b>PLEASE NOTE: All food items MUST be approved by Kick'n Up Kountry, Inc. Festival Management</b>		<b>TOTAL NUMBER OF BOOTHS:</b>	<b>TOTAL AMOUNT DUE:</b>

<b>CREDIT/DEBIT CARD AUTHORIZATION</b>		
This section is used to authorize Kick'n Up Kountry, Inc. to charge your credit/debit card for a purchase or payment of event-related fees. Please fill this form out completely and return it with your application or order form.		
Credit/Debit Card Type:    Master Card <input type="checkbox"/> VISA <input type="checkbox"/>		
Card Number:		
Expiration Date:	Three-Digit Security Code:	
Name On Card:		
Billing Address:	State:	Zip:
<b>Payment Information Issued For:</b> Food Vendor Fee <input type="checkbox"/> Retail Exhibitor Fee <input type="checkbox"/> Other <input type="checkbox"/>	<b>Amount to Charge:</b> <div style="text-align: right; font-size: 1.2em;">\$      .</div>	

**OFFICE USE ONLY:** Authorization Order #: \_\_\_\_\_  
 Booth TYPE \_\_\_\_\_ FEE PER BOOTH \_\_\_\_\_ # OF BOOTHS \_\_\_\_\_ TOTAL FEES \_\_\_\_\_