



2016 Untapped Music Festival

Townsquare Media presents Untapped Music Festival at Benton County Fairgrounds!!

Non-Food Vendor Rules and Application.

This is a great opportunity to promote your business at a well recognized and fun event!

Last year was a great success! With the addition of extra performance stages for country and rock music we have created a feel good atmosphere for a fun evening. Untapped is the largest outdoor music festival for everyone held in the Tri Cities.

If you are planning to be a non-food vendor at this year's festival, remember that all items should be sold at a reasonable price and amount, to allow public the chance to see all items available for sale. Please price items accordingly and also make your items in easy to pay increments to minimize making change.

NOTE!! – Water CANNOT be sold by any vendors: The event charity “Girls on the Run” of Southeastern Washington will be selling ALL bottled water at the 2016 Untapped Music Festival.

A \$2 million dollar insurance coverage is required by Benton County and Townsquare Media for all vendors. If you do not have an insurance rider at this level then it must be purchased prior to the event to participate, insurance information can be found at the end of this application. Contact at Townsquare Media at: Raimey.Langlois@townsquaremedia.com. Townsquare Media questions call Raimey Langlois or Al Holman at (509)-547-9791. Please forward your proof of insurance no later than April 14th 2016.

Remember that in order to participate in the 2016 Untapped Music Festival, you need to mail the completed application form, your registration fee, and the insurance fee to participate in the event this year.

We sincerely look forward to seeing you are our 2016 Untapped Music Festival May 14th.



Non-Food Vendor Application Deadline: Non-Food Vendor fee this year is **\$225.00**. All applicants must complete their Untapped application by April 14th 2016, this includes your payment and all other forms of paperwork for the festival. **NOTE:** An additional \$50 charge will be added to applications submitted after May 1st.

Setup: Setup will begin at Noon on May 13th and end at 6pm Gates will open to the public at noon and the event ends at 11pm on May 14th. **All vendors must be set up and ready to sell at 11:30am May 14th, no exceptions.**

Business License: A copy of your business license is required. This must be included in your application packet, if you do not have a business license for Kennewick or at all a temporary license can be purchased from the City of Kennewick it is call a "Temporary Business & Special Event Business License Packet". For more information please call the City of Kennewick at: (509)-585-4266

Staffing: The names of the intended employees are required for the "Vendor and Volunteer" gate. This gate is located via the West Gate of the Fairgrounds. Vendors are limited to **8(eight)** employees total to be allowed into the event, (Employees must be 21 years of age or older to be here.) Extra employees **MUST** pay regular ticket prices.

If you have your own insurance and can provide a copy please call your insurance provider and have them change the verbiage on your rider to match the following, this ensures that all parties are covered under insurance.

Insurance Verbiage: Townsquare Media – Tri-Cities, Townsquare Media Live Events, Townsquare Lifestyle Events, Benton County Fairgrounds, Benton County of Washington State, and Benton Franklin Fair and Rodeo Association its officers, directors, elected officials, agents and employees of the organization listed before are added as additional insured's.



Untapped Music Festival – Non-Food Vendor Application

May 14th, 2016 – Benton County Fairgrounds, Kennewick, WA

All applications MUST BE COMPLETE at the time of submission with the following:
_____ Application _____ \$225.00 Non-Food Vendor Fee
-Additional \$50 added if application submitted after May 1st

Business/Company Name: _____

Contact Person: _____ **Email:** _____@_____

Address: _____ **City:** _____

State: _____ **Zip:** _____ **Phone:** _____ **Cell:** _____

UBI # _____ **Federal ID #** _____

Fax: _____ **Website:** _____

Products to be sold at Untapped Music Festival: *(Please list all items, attach additional sheet if needed.)*

1. _____
2. _____
3. _____
4. _____
5. _____

Staff or Booth workers:

1. _____
2. _____
3. _____
4. _____



Untapped Music Festival – Non-Food Vendor Application

Applications continued . . .

Please list additional items sold or additional employees on this page...



Untapped Music Festival – Non-Food Vendor Application

Applications continued . . .

APPLICATION AGREEMENT CHECKLIST:

Please read the following and initial each item after completed and sign below and return with vendor fee.

1. ____ Read rules and complete the application (pages 2 & 3) and sign below.
2. ____ Enclosed Check or attached Credit Card Form for the Vendor’s fee to reserve space.
3. ____ Proof of Insurance by certificate with additionally insured listed.
4. ____ Retain a copy of **Non-Food Vendor Rules and Application** for your records.

In signing this agreement, Applicant has read and understands the Rules, and agrees to abide by them throughout the 2016 Untapped Music Festival.

Applicant Signature: _____ **Date:** _____

Applicant Title: _____

However, vendors are accepted on a first come first serve basis by type of product sold.

If paying by Credit Card please fill out the attached form and send with application.

Make checks Payable to: Townsquare Media – Tri-Cities

If Mailing Registration Forms and Fees to:

**Untapped Music Festival 2016 Non-Food Vendor
Townsquare Media _ Tri-Cities
2621 West A Street, Pasco, WA 99301**

If Emailing: Raimey.Langlois@townsquaremedia.com



Credit Card Authorization Form

Name on Card: _____

Address associated with Card: _____

City/State: _____ Zip Code: _____

Telephone associated with Card: _____

Card Holder Fax Number: _____

Business Name: _____

Credit Card #: _____ - _____ - _____ - _____

V-Code (located on the back of the card where you sign your name): ___ - ___ - ___ (3 digits)

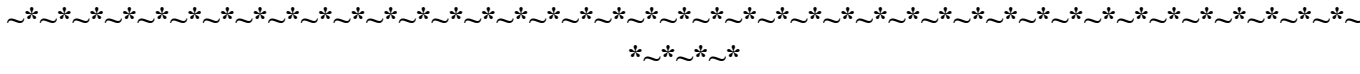
Expiration Date: _____

TOTAL AMOUNT BEING CHARGED: \$ _____

Cardholder must submit copy of driver's license (for personal credit cards) and copy of credit card (FRONT and BACK).

Card Holder Signature: _____ Date: _____

**Person signing is an authorized user on card account. Signature above authorizes debit on above listed credit card for payment of advertising schedule. All sections of this form must be completed. If the client has any questions or problems with this transaction, the client must contact the Business Office within thirty (30) days, (509)-547-9791.*



AUTO PAY AUTHORIZATION:

I authorize Townsquare Media to pay in full all current charges on the _____ of every month as per out advertising monthly agreement with the above credit card.

Card Holder Signature: _____ Date: _____



Having trouble with your insurance provider about event insurance?

We have collected a few informational tools for vendors to use if they are having trouble with their insurance.

Troubles include:

****Rates to high**

****Payment to high**

****No insurance coverage ordered yet**

**** Insurance will not cover all parties.**

If you're having an issue please contact one or all of these insurance providers and get a quote for your personal booth, they often will have deals for a 1 to 3 day event insurance, prices vary depending on your booth and needed coverage.

One day event policies are certainly going to be cheaper but they are, as it states, only in use for one day only, after this specific date the insurance coverage will be void, and new coverage will need to be purchased for future events.

- Act Insurance: <https://www.actinsurance.com/>
- K and K Insurance: <https://www.kandkinsurance.com/ConcessionairesExhibitorsVendors/Pages/Concessionaires-Exhibitors-Vendors.aspx>
- Flip Insurance (Food Liability Insurance Program): <https://www.flipprogram.com/concessions-insurance>
- Event Insurance Now: <http://www.eventinsurancenow.com/>
- RV Nuccio & Associates: <http://www.rvnuccio.com/vendor-insurance.html>
- Nationwide Insurance: <https://www.nationwide.com/general-liability-exhibitor-vendor-hb.jsp>

This is the specific insurance verbiage is required by our event, be sure to ask about adding this line to the coverage as it can affect the final total.

Untapped Music Festival Insurance Verbiage: Townsquare Media – Tri-Cities, Townsquare Media Live Events, Townsquare Lifestyle Events, Benton County Fairgrounds, Benton County of Washington State, and Benton Franklin Fair and Rodeo Association its officers, directors, elected officials, agents and employees of the organization listed before are added as additional insured's.

****Townsquare Media is not an agent for any insurance company; this information is provided solely as a resource.****