



High Desert Music Festival and BBQ Showdown

VENDOR INFORMATIONAL PACKET

On Saturday and Sunday, June 28 and 29, 2014, The DEC Group will host the “**High Desert Music Festival and BBQ Showdown**” located at the High Desert Event Center (formerly known as the “San Bernardino County Fairgrounds) in Victorville. This fun-filled, entertaining event will feature live music performances by guest artists, interactive music exhibit and a BBQ Showdown by competitors from all over California. The BBQ competition is sanctioned by the prestigious Kansas City BBQ Society and will award 7500.00 in cash and prizes to the High Desert’s Top Grillers.

Last years musical line-up included: the chart topping Funk Band, Lakeside; Old School Gold, “Tierra; foot stomping icon, Rod Piazza and the Mighty Flyers; the sound of the bay with the Bay Area Blues Society Caravan of All Stars; a sizzling Motown Review by the 5 Tempting Men; Grammy nominated “Ray Brooks and the Blues Masters; Big Papa and the TCB; Wumbloozo and more. The 2014 line up will be just as exciting.

This event provides Victorville and surrounding communities with an enjoyable day of family oriented festivities, while documenting the impact and contributions that music has made on our culture.

The final deadline for submission of vendor applications must be received by the event coordinators no later than 5:00 p.m. on April 28, 2014. After receipt of your signed application, booth rental fee and the required information requested in the packet you will be notified whether it has been accepted. Spaces are limited and available on a first-come first-served basis. If you have any questions or need additional information, please contact Debbie Yopp at (951) 538-7788.

All vendors will receive the following:

- Site Map
- Your booth location
- Parking Pass
- Additional set-up and breakdown information



Dear Vendor:

Thank you for your interest and application for potential participation in the High Desert Music Festival and BBQ Showdown.

The event will be hosted at the "High Desert Event Center" formerly known as the San Bernardino County Fairgrounds located at: 14800 Seventh St., Victorville, CA 92395. The dates are on Saturday and Sunday, June 28 & 29, 2014. After approval of your application, you will be notified of your vendor location. Vendor approval and location will be determined by High Desert Music Festival and BBQ Showdown Committee.

Vendor Categories:

Cultural Arts, Crafts, Clothing, Jewelry, Accessories, Activities/Services, Literature/Information, Ethnic Foods and Concessions and BBQ Participants

There will be a limited amount of vendors in each category. The following items cannot be sold at this event:

- Firearms
- Knives
- Any items that would be considered weapons
- Dangerous or combustible fluids or materials
- Any pornographic materials
- Any alcohol, cigarettes, drugs or related paraphernalia
- Any sponsor competition

If you are uncertain of what is appropriate, please contact festival vendor organizer Debbie Yopp at 951-538-7788.

Please provide planning committee with a photo (or detail description) of your booth and a list of items or merchandise you wish to sell. Please note that San Bernardino County Fair Committee reserve the right to reject any potential vendor or merchant for any reason.



Booth Guidelines:

Booth space is 10'x10'; all vendors are responsible to supply their own canopy booth, tables, chairs or any other equipment to run their booth. Displays must be professional and attractive, unique and appeal of product. All items must be self-contained and completely displayed inside booth. **If you need additional space, you will be required to rent a second booth.**

Insurance:

Vendors must carry liability insurance and list the DEC Group and the SBC Fairgrounds as additional insures. The wording should be listed as follows:

Diversified Educational Consulting Group (the DEC Group) 290 Oldenburg Lane, Norco, CA 92860 and The State of California, The District Agricultural Association, County fair, the county in which the county fair is located, lessor/sub lessor if fair site is leased / subleased, Citrus Fruit Fair, or California Exposition and State Fair, their directors, officers, agents, servants, and employees are made additional insured, but only in so far as the operations under this contract are concerned.

If you do not have insurance, you may purchase. Call for details.

Permits:

Food vendors must comply with all California Department of Food & Agriculture and County of San Bernardino, Health Department and Department of Environmental Health regulations (Vendor must purchase a temporary Environmental Health Food Permit and make available upon inspection of booth). Fee is separate and not included in vendor booth rental fee.

Electrical:

Electrical hookup may be available. Please make request upon application approval. An additional fee may apply.

Set-Up:

The High Desert Music Festival and BBQ Showdown set up time will be issued upon approval of application and all fees received.



General Information & Regulations:

1. The High Desert Music Festival and BBQ Showdown will proceed as scheduled rain or shine. In the case of substantial rain or extreme weather, the event coordinators may decide to cancel the event and will promptly notify vendors to begin closing and breaking down booths. If the event is cancelled prior to the day of the event, a Committee Planning member will contact the designated contact person on your vendor application. ***NO REFUND OR CREDIT WILL BE GIVEN TO ANY VENDOR WHO DECIDES NOT TO PARTICIPATE FOR ANY REASON.***
2. If any vendor is unable to participate in the festival, the vendor is expected to notify the event coordinator (listed above) as soon as possible and no later than May 20, 2014 (***No refunds will be given.***)
3. Booths are not to be shared or subleased.
4. Vendors are only permitted to sell merchandise and items listed on the vendor's application that was approved by the High Desert Music Festival and BBQ Showdown Committee.
5. Vendors are to dress appropriately, including the wearing of shirts and shoes at all times.
6. Vendors acknowledge that "The DEC Group" is not operated by the High Desert Event Center.
7. No alcoholic beverages or smoking are permitted except in designated areas.
8. Signage must be neat and professional and must not be oversized to cause obstructions to the other vendors. Coordinators will determine inappropriate signage.
9. Booth assignments will be made on a first-come, first paid and approved basis. However final location of a booth at the events may be changed and will be decided by the coordinators. There is no guarantee on assignments the day of the event.
10. The basic size of a booth is 10'x10', however some additional overflow space may be allowed if needed and approved by the coordinators. All merchandise is to be displayed within the assigned booth space or it may be necessary to obtain a second booth.



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11. Booths should be kept neat and clean at all times. The more attractively merchandise is displayed, the better the likelihood of attracting customers and increasing sales. All sales are the responsibility of each vendor. SBC Fair, "The DEC Group" coordinators, affiliated members, volunteers and participants are not liable for any sales and/or levels of profits made by any vendor.
 12. Safety of visitors and fellow vendors is a priority. Please be careful setting up, breaking down and connecting electrical equipment. Don't leave anything lying around that can be tipped over or tripped over. Please exercise safety precautions at all times.
 13. All vendors must comply with local health, fire and safety department codes. Participants must be aware of and comply with city code requirements.



Vendor Participation Procedure:

1. Complete and sign the enclosed application. Please enclose a photo of your booth or detailed description along with a description of the merchandise to be sold (photo will not be returned). Food vendors must submit a photo and utilize fully enclosed booths with a food window during event.
2. Include with application request booth rental fee. Accepted forms of payments are credit card, debit card, check; money order or cashiers' check made payable to: The DEC Group. Cash will only be accepted if provided in person to provide a receipt.

NOTE: No refunds will be given if you are not able to participate on the day of the event. Therefore, please make sure you are able to attend. Remember that all spaces will be assigned. Any returned checks will automatically disqualify vendor from participation and all associated bank fees must be paid by vendor.



HOLD HARMLESS AGREEMENT

I have read and agree to comply with all Policies and Procedures for the High Desert Music Festival and BBQ Showdown. I understand that if I do not comply with all policies and procedures I will be expelled from the festival/event and I will not receive a refund of my vendor booth rental. I agree to indemnify and hold harmless High Desert Event Center and the DEC Group. This agreement is between The DEC Group and the vendor. No part of this agreement is transferable to another party, including but not limited to the space at the event, including sharing space with an entity other than the one named herein.

All participants shall indemnify, defend and save harmless High Desert Event Center, The DEC Group, Coordinators/Organizers and employees, as well as, its officers, officials, agents, and employees from any and against any and all claims, demands, lawsuits, penalties or liabilities or liabilities by any name of kind or nature whatsoever, which the Coordinator/Organizers and their employees or High Desert Event Center, its officers, officials, agents, and employees may sustain or incur, or which may be imposed upon them for injury or death of any person, or damage to any property, as a result, of or arising out of, the participant's acts or omissions in connections with the High Desert Music Festival and BBQ Showdown.

I certify that I am the responsible person referred to in the Vendor Application, and that I am authorized to execute on behalf of the business listed herein and accept legal process on behalf of the business. I also acknowledge that the Policies and Procedures can change at any time and it is my responsibility to check with High Desert Music Festival and BBQ Showdown Coordinators for updated changes.

SIGNATURE

DATE

PRINT NAME

EVENT COORDINATOR SIGNATURE

DATE

PRINTED NAME



APPLICATION CHECKLIST:

INCOMPLETE APPLICATIONS SUBMISSIONS AND PARTIAL PAYMENTS WILL NOT BE ACCEPTED OR PROCESSED.

Completed Application.

Booth Space Rental REQUIRED IN FULL WITH APPLICATION.

Description of items for sell.

A photo of the booth is required for all food vendors.

VENDOR FEE

All Food Vendors * (Covers 2 Day Event)	*\$200.00 per day
Merchandise Vendors (Cover 2 Day Event)	\$250
Government Agency Non-Profit Agencies (Info Only)	\$75.00
BBQ Participants (Early Bird Fee of \$225 if paid by March 31 , 2014)	\$249.00

*Will also be responsible for 10% commission to the SBC Fair. You must have a cash register with a running tape. If you do not have one, the SBC Fair will place one in your booth. You will cash out one hour before the close of the show. All commissions will be paid before you break down and leave the event.

You may **not** sell any water, soft drinks, smoothies or slushes. Call for details.

MAKE CHECK OR MONEY ORDER PAYABLE TO:

**“The DEC Group”
290 Oldenburg Lane
Norco, CA 92860**



High Desert Music Festival and BBQ Showdown Vendor and Participant Application

PARTICIPANT/VENDOR APPLICATION

Company Name:

Contact Person:

Address:

Mailing Address:

Business Phone:

Mobile Phone:

Fax Number:

Email Address:

COMPLETE LIST OF ITEMS/MERCHANDISE FOR SALE

Forms of Payment Accepted: Cash, Check, Cashier's Check, Money Order, Debit and Credit Card

Cash

Check

Cashier's Check

Money Order

Debit (Visa/Master Card Logo)

Credit Card (Discover/Visa/MC)

By signing below, you or your organization agree to be a vendor/participant for the High Desert Music Festival and BBQ Showdown on June 28-29, 2014. Due limited space and planning all payments are due no later than April 15, 2014. A portion of the proceeds will be donated to local community foundations and are tax deductible. Please mail payments to:

DEC Group
290 Oldenburg Lane
Norco, CA 92860

Credit Card Information: By completing the information below, I authorize the DEC Group to charge my Debit/Credit Card. Thank you for your community support to make this event successful.

Name on Card

Credit Card #

Credit/Debit Card Type (Discover/Visa/MC)

Expiration Date

CVN (3 digit number on back of card)

Total Amount:

Authorized Signature:

Date:

Printed Name of Sponsor

Signature

Date