

2023 CITY ON THE HILL MUSIC FESTIVAL – City On the Hill Music Festival LLC

**Application for Artisan/Retail/Non-Profit Vendors (Non-Food)**

Thank you for your interest in the City On The Hill Music Festival. We look forward to an exciting festival and hope you will find the event enjoyable. We ask that you complete the following application and read the information provided to you. Please direct your questions to 218-591-5268 or by email at: waltaplin@gmail.com

Event Dates: Friday, August 4th, 2023 | 2PM-10:30PM  
Saturday, August 5th, 2023 | 12PM-10:30PM

Your Name (print:): \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

MN Sales Tax Number (if selling): \_\_\_\_\_

Electrical Needs: Please mark with an (X) 110 \_\_\_\_\_ 220 \_\_\_\_\_

Number of outlets: \_\_\_\_\_

Please explain the service or products you are providing or selling:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign, date (on the next page) and return this application to the following address indicating agreement with these terms. **Please submit your non-refundable participation fee by December 31, 2022 so we are certain of your commitment.** Please make checks payable to City On the Hill Music Festival LLC. Fees are as follows:

- \_\_\_\_\_ - 10x10 Space without electric: \$275.00
- \_\_\_\_\_ - 10x10 Space with electric: \$300.00
- \_\_\_\_\_ - 10x20 Space without electric: \$375.00
- \_\_\_\_\_ - 10x20 Space with electric: \$400.00

Please send application & payment to: City On the Hill Music Festival, PO Box 16641, Duluth, MN 55816. Sorry- no refunds. Thanks for participating in this great event!

## Exhibitor Rules

1. There will be no soda/coffee/bottled water sales other than at the official beverage tents.
2. All vendors must supply their own vending equipment (tables, tents, chairs, cords/cables etc.). All electrical service and exhibit space orders are filled on a first come first serve basis.
3. All fees are due in full with this application for exhibit space. Exhibit space will not be assigned or reserved without payment in full. All vendors must be setup one hour prior to doors opening. Booths are subject to resale if vendor has not arrived and setup by this time.
4. Booth space may not be sublet without prior written permission from event management. No satellite operations. You may not vend outside of your defined booth space.
5. Vendors may not sell any other product/service than what is listed on the face of this contract. Violation of this provision will result in the immediate expulsion of the vendor and his/her residual goods.
6. Garbage created as a result of the sale of vendor's product will be the responsibility of the vendor. Management will provide a trash dumpster for the disposal of vendor refuse. Violation of this provision will result in the exclusion of vendor in any future events.
7. Management reserves the right to exclude/expel any vendor that does not fit the character or theme of City On the Hill Music Festival, LLC as defined by event management.
8. Vendors shall conduct themselves in a manner not offensive to standards of decency and good taste. All necessary health permits, operating permits and insurance are the sole responsibility of the individual vendor.
9. All Bayfront events will be held rain or shine. No refunds on exhibit space will be made.
10. Vendor agrees to hold harmless The City of Duluth, the DECC, Twin Ports Entertainment and City On the Hill Music Festival, LLC and their employees or representatives from damages due to fire, theft, Acts of God, or claims arising from a third party. Vendors assume full liability for legitimacy of merchandise/product integrity and indemnifies festival management of any liability whatsoever.
11. Vendor assumes responsibility for all sales tax commitments and requirements as well as following all applicable statutes set forth by the State of MN.
12. Parking is not included with your space rental. Tow vehicle and stand will be allowed into the Park during load in hours. Any additional vehicles are subject to normal parking charges. Vehicles may not leave the Park until after the event concludes and the public has exited the venue.

**I understand and agree to these conditions and provisions and to those listed on the Exhibitor Rules.**

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Authorized Vendor Signature / Date

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Printed Name

### Additional Terms

Each space gets up to four (4) vendor passes allowing entry in and out of the park. Additional one day passes can be purchased for \$25 each. The event begins at 2PM on Friday- you must be set up and ready to go by 1PM on Friday. You are not allowed to tear-down or vacate the space earlier than 10PM on either night.

You must confine all of your sales and activity to within your booth space. You are not allowed to solicit or sell outside of your space

### Electrical Needs

It is your responsibility to ensure that your portable electrical systems (cords, wires) are in compliance with the State of MN Electrical Inspections Department. For basic electrical cord requirements for portable electrical systems, write:

State of MN Electrical Inspections Department  
Robin Geiger  
443 Lafayette Road North  
St. Paul, MN 55155  
Phone: 1-651-284-5804

In the past, an electrical inspector has been at this event. If your cord does not comply with requirements, you will not be allowed to offer your food items.

### Directions

You may reach Bayfront Festival Park by following 35 North to Duluth. Exit at 5TH Avenue West – Exit number 256B. Turn right on Harbor Drive. You will see the park on your right. Turn right to reach West Railroad Street. Take a left on West Railroad Street and a left to enter the park vendor entrance.

CITY ON THE HILL MUSIC FESTIVAL, LLC reserves the right to determine if an applicant is appropriate for the festival. If you have any questions or need further assistance, you may contact: Walt Aplin at 218-591-5268 or waltaplin@gmail.com.