

**2009 Audio East Presents Mill City Bike Skate & Music Fest**  
**Holy Ghost- 65 Village St., Lowell, MA**  
**October 4th, 2009**

Audio East is currently accepting applications for the 2009 Mill City Bike, Skate & Music Festival. Our goal is to present our festival-goers with highly qualified, diverse and efficient vendors.

The Mill City Bike, Skate & Music Fest is not just another annual music festival; it is a brand. A brand built on discovering the next big thing. Come join the party as bike, skate & music takes over Lowell and the Holy Ghost, at the first annual Mill City Bike, Skate & Music Festival with bike and skate competitions/ demos and bands: Late Nite Wars, Dogfight, Craving Lucy, Goodbye Sluggo, Mindwalk, The Fake Boys, ToBooKu & more!

If you would like to be a vendor for the 2009 Mill City Bike, Skate & Music Fest, please complete the attached application:

Forward application to the address below. **Applications must be postmarked by September 15th, 2009.**

Audio East Inc  
Attn: Vendor Application  
70 Wilbur St. Suite 3  
Lowell, MA 01851

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Vendor Hours: Sunday October 4th, 2009 from 2 PM to 10 PM.  
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If you are applying for more than one vending space, photocopy this application and fill out the information for each space separately.

Business Name: \_\_\_\_\_  
Your Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
Website: \_\_\_\_\_  
MA State Sales Tax Number: \_\_\_\_\_

**Check the option that best fits your business:**

\_\_\_\_\_ 10X10 General Vendor (\$75 flat fee)

\_\_\_\_\_ Electricity (\$25 additional fee)

If you need electricity that requires more than a generic electrical household "wall socket", you must bring your own generator. We will not provide "industrial strength" electricity.

**Booth Details:**

1.) How do you set up your operation? Please circle one.

Tent                      Trailer                      Wooden booth/building

Other \_\_\_\_\_

2.) How much space do you use? (This includes ground measurements for storage and overhead awnings)

Frontage (in feet): \_\_\_\_\_ Depth (in feet) \_\_\_\_\_

3.) Do you use a generator? \_\_\_\_\_ No \_\_\_\_\_ Yes      4.) Do you use fuel? \_\_\_\_\_ No \_\_\_\_\_ Yes  
If yes, what kind? Please circle one: Propane Wood Charcoal Other \_\_\_\_\_

5.) How many employees will you have on site?  
One (1) Two (2) Three (3) Four (4) If more than four (4) employees are needed, please explain why  
\_\_\_\_\_

### **Audio East Guidelines for October 4th, 2009**

#### **Application Process:**

- All questions on the application must be completed. Festival organizers may request clarification.
- Applications must be postmarked by the **September 15th, 2009** deadline. Timely applications are appreciated.
  - You will be notified within a week of your application submission with confirmation.

#### **Hours of Operation:**

- Festival hours are from 2:00 PM to 10:00 PM
- The Mill City Bike, Skate & Music Fest is a rain or shine event. Vendors must be prepared for inclement weather.

#### **Booth Fee:**

- 10X10 General Vendor (\$75 flat fee)
- No space will be held without a completed contract and full payment of the contract fee.

#### **Refunds:**

No refunds. No refunds for inclement weather.

#### **Space Details:**

- Audio East will assign booth locations to each vendor.
- You may not know until the day of the Festival where your booth will be located.

#### **Set Up:**

- Set up is between 11:00 AM and 1:00 PM on Sunday October 4th, 2009. All booths must be set up no later than 2:00 PM on Sunday, October 4th, 2009.
- You can **NOT** dig any holes or nail any stakes without permission from Audio East.

#### **Booth Operation Guidelines:**

- Vendors must restrict all activities to their booth space.
- Vendors may not advertise outside of their booth space including the use of rovers, fliers and sandwich boards.
- All booth equipment and materials, as well as trailers and tents, must be removed no later than 1:00 AM Monday October 5th, 2009.
- Audio East insurance will not cover any personal property; vendors must obtain their own insurance.
- The vendor is responsible for a clean booth area, free of debris. The vendor is also responsible for cleaning up their area before leaving the site.
- Vendors should furnish sufficient change for their sales transactions. Audio East cannot provide change to vendors.
- Vendors are responsible for providing their own nighttime lighting. If the staff should decide that a vendors lighting interferes with the Mill City Bike, Skate & Music Festival in any way, the light must be turned off.

#### **Electricity:**

- If you need electricity that requires more than a generic electrical household "wall socket", you must bring your own generator. We will not provide "industrial strength" electricity. If the staff should decide that a vendors' generator interferes with the Mill City Bike, Skate & Music Festival in any way, the generator must be turned off.

- If you use our electricity, you must pay a non-refundable fee of \$25.
- Vendors must place electrical plugs where Audio East directs them.
- All vendor cables should be labeled on both ends. Cables can NOT be exposed in foot traffic areas. Cables must be covered by cable covers or carpet.
- Audio East is not responsible for supplying electricity to any vendor.

**Taxes & Insurance:**

- Vendors are responsible for all state and federal taxes. Call **617-887-MDOR or toll-free in Massachusetts 800-392-6089** for your MA State Sales Tax number.
- Please provide Audio East with a certificate of insurance showing liability insurance. A copy of this insurance must be mailed to Audio East no later than September 15th, 2009.
- Audio East disclaims any authority of control over the operation of vendors. Vendors assume all rights and responsibilities for the conduct of their operations including, but not limited to: obtaining liability and general coverage insurance for vendor-related activities adhering to all local and state ordinances and regulations. Audio East Inc. does not have separate vendor coverage under any insurance they may maintain.

**Health & Safety:**

- Any vendor not complying with the City and State regulations will be immediately closed down.
- Vendors must obtain proper permits from the City of Lowell and the State of Massachusetts.

**Beverages & Food:**

- The Holy Ghost will be the only beverage vendor on site including a full bar. Audio East will be the only food vendor on site.

**Employees:**

- Vendors must list the number of employees they need for operation on the day of the Mill City Bike, Skate & Music Festival.

**Vehicles On Site:**

- For the safety of the Festival's attendees, vehicles are not allowed to move onto or within the site during operating hours or during a window before and after scheduled events when attendees arrive and depart.
- Vehicles are allowed on-site **ONLY** during the following times:  
Before operating hours on: Sunday October 4th, 2009 from 11:00 AM to 1:00 PM  
After Operating hours on: Sunday October 4th, 2009 from 10:30 PM to 1:00 AM on Monday October 5th, 2009.

**Booth Clean Up:**

- Vendors may not dismantle or remove booths before 10:30 PM on Sunday October 4th, 2009.
- Be aware that pedestrians will still be present on Festival grounds during tear-down.
- Vendors must take home their entire booths – including carpet, display racks, storage containers, and decorations.
- All booths must be broken down by 1:00 AM Monday October 4th, 2009.
- Any vendors failing to completely clean up their booth areas must pay a clean-up fee.

**Trash & Recycling Disposal:**

Vendors must comply with State of Massachusetts guidelines for the disposal of any and all trash/ recycling.

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Vendors who fail to comply with or repeatedly violate these guidelines may be expelled and/or not invited to apply. Audio East reserves the right to amend these guidelines as needed.

**In the event of a dispute, the decision of Audio East will be accepted as final.**

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Risk and Liability

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I, the undersigned, hereby release and agree to hold harmless Audio East Inc., and the producers of the Mill City Bike, Skate & Music Festival from any damage to my property or any personal injury which I or my helpers may sustain while participating in the Mill City Bike, Skate & Music Festival on October 4th, 2009. Further, I agree to abide by the guidelines for participation, as listed in the Vendor Guidelines and all policies and guidelines developed by Audio East. I understand that failure to follow these regulations can mean expulsion from this year's or future festivals.

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

Please initial each item:

If I am a vendor,

\_\_\_\_\_ I agree to provide certification of insurance.

\_\_\_\_\_ I understand that my space rental fee cannot be refunded.

\_\_\_\_\_ I understand that the festival does not carry insurance to cover my personal property and that I store equipment at my own risk.

\_\_\_\_\_ I understand that, as an independent contractor, I will be responsible for reporting sales tax directly to the State of Massachusetts.

\_\_\_\_\_ I understand that the festival makes no sales guarantees.

\_\_\_\_\_ I understand that the producers of the festival will determine my booth's Location.

\_\_\_\_\_ I have read the Vendor Guidelines and agree to abide by them.