

Nelsonville Music Festival

Art Vendor Guidelines

July 26-28 2024
5685 Happy Hollow Rd
Nelsonville OH

Art Vendor Supervisor
Megs LeVesseur
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Greetings and a warm welcome! We're thrilled that you're considering joining us at the 2024 Nelsonville Music Festival. As we gear up for another fantastic year of music, creativity, and community, I'm Megs LeVesseur, and I'm eager to bring a fresh perspective to the Art Vendor space. Volunteering my time, I'm dedicated to contributing to the success of this NMF. Before diving in, kindly take a moment to review the guidelines below, as your agreement is essential for consideration. We can't wait to embark on this musical journey together!

You will be notified via email of any changes to your guidelines and requirements.

Please read **EVERYTHING** below:

Schedule

Thursday, July 25

Load In and set up from 3:00 PM - 7:00 PM.

Friday, July 26

Open from 11:00 AM - 8:00 PM

Saturday, July 27

Open from 11:00 AM - 8:00 PM

Sunday, July 28

Open from 11:00 AM - 8:00 PM

Load out information listed below.

Monday, July 29

Load out from 9:00 AM - 12:00 PM

Deliverables pre event date

- Art Vendor fee paid by **April 1** via form.
- Insurance policy that lists Stuart's Opera House and Snowfork LLC as additionally insured, provided via form by **April 1**.
- Copy of vendor's license provided via form by **April 1**.

Booth Fee

- Each vendor is required to submit a **\$300 booth fee** upon acceptance, and these fees include access to the following amenities:
 - **Vendor Wristbands:** Get two vendor wristbands for yourself and a helper, with the option to purchase a third at half price, ensuring seamless access to the Nelsonville Music Festival.
 - **Vendor Parking Passes:** Enjoy the practicality of two vendor parking passes, making it easy to navigate the festival grounds hassle-free.
 - **Complimentary Camping:** Embrace the festival spirit with complimentary camping options – choose to camp behind your booth for proximity or opt for the vendor camping area.
 - **Easy Stage Access:** Your vendor booth fee provides straightforward entry to all three festival stages, allowing you to enjoy the diverse musical offerings.
 - **Community Building:** Connect with fellow vendors and contribute to the festival's communal atmosphere. The Nelsonville Music Festival offers a platform for shared experiences and collaboration, fostering a sense of community.
 - We ask that you fill out an evaluation form at the end of the festival in which we ask you to give us your total sales. We use this information for grant writing purposes.
- Upon acceptance vendors will receive an invoice email to pay booth fee online.

During the Festival

- You are required to be **OPEN** each day from 11:00 AM - 8:00 PM.
 - You must have your booth open for the duration of the specified time – you cannot leave it unattended. If you do, you may not be invited back as a vendor.
 - You are allowed and encouraged to be open earlier or later than these times.

- Because vendor parking has to cut through the festival grounds, we are strongly requesting that you keep vehicle travel through the festival at an absolute minimum during festival hours.
- You may only sell items that you included in your application. If we find retail items in your booth that were not listed in your application, you will be asked to remove it immediately. If you don't you may be asked to leave.

Load In

- **Please plan to set up your booth on Thursday.**
 - Thursday load-in hours are 3:00 PM - 7:00 PM. Vendor spaces will be assigned and a map will be sent out prior to the event.
- Vehicles will be permitted in the vendor area Friday morning until 9:00 AM.
- When you arrive, use your QR code tickets, received by email, at Admissions. They'll give you instructions from that point. If there are any problems, ask them to radio Megs.
- We ask that you unload and then move your car to the vendor lot before setting up your booth.
- Please plan to have your ticketed helpers join you if you need assistance.
 - Everyone on the site must have a festival wristband, even during setup.

Load Out

- You may begin breaking down your tent after 8:00 PM on Sunday, after the last band on the main stage starts their set.
 - You may drive your vehicle into the vendor area when Megs gives you permission to do so. This may be 10:00 PM or after.
 - You can cart your goods to your car in the vendor parking area after 8:00 PM
- You will have access to the festival grounds from 9:00 AM - 12:00 PM on Monday.
 - If you are planning to break down and load out your booth on Monday, please communicate this with Megs during the festival.

- Please plan to have your ticketed helpers join you if you need assistance.
 - Everyone on the site must have a festival wristband, even during teardown.

Tickets

- You will receive **two** vendor wristbands and **two** vendor parking passes.
 - You will have the opportunity to purchase an additional vendor wristband at half the ticket price. This ticket does **NOT** include a parking pass. If your third helper needs a parking pass, you will need to purchase one from the NMF ticketing site.
 - *Once booth fee has been paid a supplemental email will be sent out with instructions on how to access your virtual NMF24 tickets.*
- You and your helper(s) must wear your vendor wristbands at all times while at the festival.
 - You **CANNOT** exchange wristbands with others—if you are caught doing this you **WILL NOT** be invited back as a vendor.

Camping/ Parking

- You will be shown where to camp and park when you arrive on site.
- If you're bringing an RV, that counts as one of your vehicles.
- A shower trailer will be available in the general campground. There will be a minimal cost for this and limited hours of use.

Internet and WiFi

Nelsonville Music Festival strives to enhance the vendor experience by providing private WiFi for seamless credit card transactions during the event. It's important to note that both WiFi and intranet access are specifically brought in for the festival and may experience brief outages. Our dedicated team works diligently to minimize disruptions, but we recommend taking a moment before the event to formulate a personal "Plan B" in case of any unforeseen issues. Your convenience is our priority, and to assist you further, another email will be sent prior to the event, offering examples and suggestions for effective "Plan B" strategies. We appreciate your understanding and cooperation as we work together to make the festival a success for everyone involved.

Electric/ Lighting

- Please have at least 100' of extension cord for connecting to the electric provided.
- Only LED lights are permitted.
- Please plan to be conservative with your electric consumption.

Safety and Security

- You are responsible for the safety and security of your booth, be prepared for wind and weather.
- 20 pound minimum weights are required on all four legs of your tent.
- No animals are allowed to accompany booth vendors unless they are a service animal.
- **NO FIRE** of any kind in or around your booth or camping area is permitted.

Other

- You are responsible for removal of all trash and recycling in your booth. Take your trash to the **Zero Waste** station instead of depositing it in nearby receptacles. Please refrain from bringing large trash items such as mini fridges, **Zero Waste** is unable to take these items.
- Ice will be available for purchase at the **Merch Tent**.
- Water will be available at a water station for refilling water bottles on site.
- Glass is not permitted on the grounds after the opening of the festival. We **DO NOT** want any broken glass anywhere. Please play by the rules.
- Nelsonville Music Festival, its organizers/committees, Stuart's Opera House, and Snow Fork Event Center LLC do not accept any responsibility for any injury, loss or damage to goods, displays, equipment or persons.
- You are required to have an insurance policy that lists Stuart's Opera House and Snowfork LLC as additionally insured on your policy. Due to Megs by June 1st.

- Any vendor who does not follow the rules set forth by the organizers of the Nelsonville Music Festival or behaves in a manner not suitable for a family atmosphere risks being asked to leave and/or not be asked back as a vendor in the future.

Checklist of required items that are often forgotten

- Insurance policy that lists Stuart's Opera House and Snowfork LLC as additionally insured on your policy. Presented to Megs LeVesseur via email by April 1.
- 100' electric cord
- 20 pound + tent weights for each leg of your tent.