



HEADWATERS COUNTRY JAM

2011 Vendor Application

Dear Vendors,

Greetings! It is with great excitement we are able to formally announce third year of the Headwaters Country Jam! Headwaters Country Jam will be a 3 day Country Music Festival featuring some of the best country music ever to be seen in Montana. We are currently in the process of placing vendors for this years festival.

As anticipated, there is significantly more interest than vendor space. As such, a timely response will be necessary in order to ensure you a premium location inside the festival. If you are interested in joining us this year at Headwaters Country Jam you can download this vendor packet. You will need to fill out the proper paperwork such as:

- Vendor application
- Power requirement worksheet
- The Jefferson County health application
- Check or credit card information by May 1st .

Vending hours will be from 6:00 am - 2:30 am Thurs. through 2:30 am Sunday morning. The Vending gate will be open 2:00 am and remain open until noon the following day. Please schedule your deliveries accordingly.

We expect the weather to be warm and our water supply is in short supply. So there will not be access to personal water or power hookups to personal RV's or campers. We only supply water and/ or power to your booth as agreed upon prior to the show. Each vendor will also be supplied with a receptacle for trash. Please use it to keep your area tidy and to prevent trash and debris from escaping into the venue.

- If you are a food vendor, a permit from Jefferson County will be included with your packet. **It is YOUR RESPONSIBILITY to see that the permit is sent to the county 10 days PRIOR to the show.** It is highly advisable that you keep a copy of the application and your check to produce for the inspectors when they come around. If you have any questions regarding permits, please call Megan @ Jefferson County (406)225-4100. For food vendors she will be requiring a mobile F-7 license.

Extra worker passes will be available on approval for \$80.00 per festival ticket. We hope you have the opportunity to enjoy the show as well. You are a large part of the success of a festival and we wish you all the best of luck with your endeavor.

If you have any questions you can e-mail Shannon at vendors@headwaterscountryjam.com or call 1-406-579-1749.

We (the investors) of Headwaters Country Jam will not be running our business through an office but we will stay available through e-mail contacts. We will also have information available on our website, www.headwaterscountryjam.com . This site will be updated with our event information such as ticket sales and performer updates.

Thank you again we are very excited to bring a country music festival to Montana!

The Headwaters Country Jam Staff



HEADWATERS COUNTRY JAM

2011 Vendor Rules & Regulations

Eligibility:

Headwaters Country Jam, HCJ, in its sole discretion, shall determine whether a particular applicant will continue as a vendor. No vendor is assured that its application will be accepted. HCJ expects vendors to offer attractive values and share in the positive promotion of the concert to ensure the best attendance possible. HCJ offers and assigns booth spaces according to the application post mark, type of product offered, extent of promotional commitment and the current status of the vendor's account with HCJ. Acceptance is the sole discretion of HCJ.

1. HCJ reserves the right, notwithstanding any other provision in the rules and regulations to cancel its acceptance of an applicant at any time. The reasons for cancellation might include:

- a. Change in the vendor's product line from the product line first listed in the application.
- b. The vendor's non-participation in the positive promotion of the rock fest.
- c. The vendor becoming delinquent in paying any account with HCJ.

2. Vendor may withdraw an application at any time prior to acceptance by written notice and will receive a full refund. If a vendor submits a written notice of a desire to cancel after he or she has been accepted, HCJ will make refund (less penalties) on the following schedule:

- a. The cancellation penalty is seventy five dollars (\$75) per booth with written notification 60 days or more, prior to the opening date, June 23th.
- b. The cancellation penalty is one hundred dollars (\$100) per booth with written notification 30 days to 59 days prior to the opening date, June 23th.

Area Control

Only vendors and sponsors are allowed to solicit business at the Bridge, during HCJ weekend, June 23rd, 24th & 25th.

1. Vendor understands and agrees that HCJ operates the rock fest for the benefit of all its vendors and customers in attendance. Vendor agrees to refrain from noisy, undignified, or otherwise offensive displays and selling practices. HCJ in its sole discretion may alter or physically remove those exhibits it judges incompatible with the purpose and atmosphere of the festival.

2. All merchandise, tables, ect. Must stay within the assigned booth area. Merchandise or activity cannot interfere with neighboring booths, campsites or concert attendees outside of your vending area.

3. Vendor agrees to be bound by and comply with the city, state, and national rules and regulations including: but not limited to, those regarding safety and fire prevention. Food vendors must have a county or state permit in order to sell their food at HCJ.

4. Vendors agree to keep their area clean and free of waste in and around their vending area

5. Vendors must be set and ready for business by June 23rd, at noon. Vendors must exit the Bridge grounds by 5 pm on Sunday, June 26th.

Liability and Indemnity

HCJ will take certain precautions against theft, strikes or other emergencies. If the vendor desires insurance on such losses, the vendor should obtain private insurance at the vendor's own expense.

1. Vendor agrees that HCJ, the Bridge, the ground personal, and employees are not liable for any damage, injury or loss of any person or property. This includes anything directly or indirectly relating the music festival. The vendor waives the right to claim compensation in such cases.

2. HCJ shall not be liable for injury or damages to persons or vendor property or products, unless caused by an affirmative act of negligence by HCJ. Vendor further acknowledges that its products shall at all times be at sole risk and that HCJ has no responsibility to determine whether products/ services vended might infringe upon the rights of any third party.

Miscellaneous

- HCJ reserves the right, without written notice, to change these rules and regulations and to issue additional rules and regulations, as it deems appropriate for the safety and good order of the music festival.
- The rights, identification and concert vending tickets under the terms of this festival are not transferable once issued to a vendor.



HEADWATERS COUNTRY JAM

VENDOR APPLICATION AND AGREEMENT FOR
 JUNE 23, 24 & 25, 2011
 DEADLINE: MAY 1ST, 2011

By completing this application and agreement and returning it to Headwaters Country Jam (HCJ), the undersigned vendor applies to HCJ for booth space for the purpose of presenting and vending of its products. This vending will take place at the Bridge, to be held on June 23, 24 & 25 2011. The vendor agrees to be bound by all the provisions of this agreement and the rules and regulations attached to this agreement. Acceptance of this application is at the discretion of HCJ.

Please direct all vending questions to Shannon Zuelke at vendors@headwatercountryjam.com. Or call 1-406-579-1749

Mail Applications to:
 101 Carpenter Rd.
 Three Forks, Montana 59752

Terms: 50% down with application (non refundable after May 1, 2011) Remainder due June 1, 2011. Make checks payable to Headwaters Country Jam.

Package Includes: Vending space (Only 1 vehicle and 1 camper is allowed behind vending booth as space allows.) Two 3 day festival passes & one vendor vehicle pass. Mention in the 2011 concert guide. Note: all spaces are approx. 50 feet deep.

Information;

Name: _____ Contact: _____
 Street/ PO Box: _____ City: _____
 State: _____ Zip: _____
 Phone: _____ E-mail: _____

ITEM	PRICE	QUANTITY	TOTAL
Frontal footage	Per Foot		
<i>Frontal footage X Per Foot</i>	\$35.00	10 foot x \$35.00 =	\$350.00 (Example)
10 to 15 feet	\$35.00 per ft		
16 -20 feet	\$32.50 per ft		
21 -30 feet	\$30.00 per ft		
Corner space same \$ footage + \$100.00	\$100.00		
Food - Electricity and Water required	\$50.00		
Food - waste disposal required	\$20.00		\$20.00
Food - 220 volt electricity (hard wire)	\$100.00		
Hard - electricity (one plug max)	\$25.00		
Additional worker passes (limited)	\$80.00		
Total:			
Card type and number	Exp. Date	Check #	Amount
Signature:		Date:	

VENDOR ELECTRICAL REQUIREMENTS EFFECTIVE 2011 UNTIL FURTHER AMENDED

Due to State and local regulations the following changes will be required for all vendors attending the 2011 RTR concert events.

All vendors are responsible for their own connections with the use of their own extension cords. The cords must be appropriately sized to the amperage of the vending unit.

All cords feeding refrigerators, freezers or lighting outside of the vending unit must also be appropriately sized to each piece of equipment. (Please see attached amperage breakdown)

All vending units with onboard circuit breaker panels need to plug into a standard 50 amp 250 volt 4 wire RV outlet. (Adapters, cord ends and extension cords are available at any RV dealer)

All vendors requiring 240 volts, that do not have an onboard circuit breaker panel, must consult the RTR site electrician prior to the event. **(NOT UPON ARRIVAL!)**

All extension cords including 50 amp 240 volt cords need to be at least **100 FT. Long**. The use of multiple cords (up to 3) will be permitted as long as the first cord from RTR power supply is at least 30 FT. long to prevent cord connections from lying in the Fire Lane.

Frayed cords, open air splices, wire nut splices or tape balled cords are prohibited. All splices in cords must be in a weather tight junction box.

All cords must have the ground prongs intact.

Vendors **who have paid the additional fee for their personal RV hook-ups** may plug into the 20 amp 120 volt outlets on the supply pedestals. **You may NOT use air conditioners, electric heat or electric hot water heaters. RV's may NOT plug into the 50 amp 240 volt outlets on the supply pedestals. These outlets are specifically for vending units. If found in violation of any of these rules, you will be assessed \$100.00 and possibly have your vending booth shut down. If additional violations occur, you will be shut down.**

Personal Generators may be used to keep food cold or frozen prior to the event. **RtR will provide power 24 hours prior to the event and remain through 1:00 pm the day after event ends.** At this time you will be required to properly store your generators and any fuel containers.

Every morning between 8:00 am and 9:00 am there will be a brief power outage lasting approximately 5 to 10 minutes. The Fire Marshall requires us to shut down the generators to refuel.

Any vendor not meeting these requirements will be subject to possible disconnection or repairs. Repairs can possibly be made by the RtR site electrician at the cost of \$100.00 per hour plus material costs; payment at the time of service.

AMPERAGE BREAKDOWN

There are two ways to find the amperage of the cord you need.

1. The name plate will say FLA (Full Load Amps). On the dual voltage appliances, you need to know if it is hooked up to 120 or 240 volts.
2. The name plate will say Watts and Volts. On these appliance types you need to divide the watts by the volts. This will tell you the amps.

Amperage of the extension cords are as follows:

16 Gauge	12 AMPS MAX
14 Gauge	18 AMPS MAX
12 Gauge	25 AMPS MAX
10 Gauge	30 AMPS MAX
8 Gauge	40 AMPS MAX
6 Gauge	55 AMPS MAX

****NOTE:** If your vending unit is pre wired with a circuit breaker panel, use the same size extension cord as the cord supplied with the vending unit.

If you have any concerns or questions regarding these requirements, please contact the **HCJ site electrician, Mike Bell at (208) 691-2986.**

*Headwaters Country Jam * The Bridge * Three Forks Montana * 1-877-494-4841 * Montana's Premier Country Music Festival*
Mailing address: P.O. Box 3808 Butte, Montana 59702
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JEFFERSON COUNTY HEALTH DEPARTMENT TEMPORARY EVENT FOOD SERVICE VENDOR APPLICATION

Name of Event _____ Location _____

Date and Time of Event _____

Name of Organization _____

Mailing Address _____ City _____ ST _____ Zip _____

Person in Charge of Booth _____ Telephone _____

<input type="checkbox"/> Non Profit (Exempt from licensing fees) <input type="checkbox"/> Food Purveyors License # _____ (F10 or F7) <input type="checkbox"/> \$85.00 Establishments with 2 or fewer employees working at any one time. <input type="checkbox"/> \$115.00 Establishments with 3 or more employees working at any one time. <p style="text-align: center;"><u>Make check payable to MDPHHS</u></p>	<p>Office use Only:</p> <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ Receipt # _____
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Check the category that best describes your vending:

- Prepackaged snacks (chips, candy, gum, nuts), ice cream novelties, whole fruits, canned or bottled soda/water/juice, bulk nuts, dispensed soda, etc.
- Fruit cups, unwrapped bakery, unwrapped desserts, scooped ice cream without toppings, etc.
- Making*** cotton candy, lemonade, sno-cones, soft-serve ice cream, fruit cups, popcorn, sundaes, floats, cakes, pastries, cookies, funnel cakes, fritters, donuts, espresso, cappuccino, tea, fruit juice, smoothies, confections, roasted nuts, coffee, kettle corn, etc.
- Potentially hazardous foods ie, hamburgers, hot dogs, brats, etc.

Menu

Note: No food preparation may be done at home. All food must be prepared on site or in an approved licensed kitchen.

Applicant Signature

Date

The following section is to be completed by the Health Department for internal use only

JCHD Staff _____ Date _____

Jefferson County Health Department Mobile Food Service Requirements

A “Mobile Food Service” means a vehicle mounted food establishment designed to be readily movable. A mobile food service must meet the requirements of Title 37 Chapter 110 Subchapter 2, Administrative Rules of Montana (ARM); however, a mobile unit selling commercially prepared and packaged non-potentially hazardous foods, e.g. candy bars, muffins, cookies, canned soda, etc., is exempt from these licensing requirements provided that the food is provided to the consumer in the original unopened package.

For licensure as a mobile food service unit a **plan review process** must be followed. This requires the submittal of a set of drawn, labeled plans. Attachments would include but are not limited to an equipment list, water and wastewater system plumbing and storage plans, a menu, and a written proposal describing the type of food service, method(s) of food preparation, method(s) of temperature control, and location and license number of service area (commissary) if not fully self-contained. A description of where the unit will be serviced for water and wastewater, provisions for power supply during transportation and operation, and food supply distribution plan must be included. The completed unit must be available for inspection prior to operation and at least a week prior to a scheduled event. **Mobile Food Service units licensed in another county may be required to demonstrate compliance with ARM 37 Chapter 110 Subchapter 2 prior to operation in Jefferson County.**

The minimum requirements for the operation of Mobile Food Service units in Jefferson County are summarized below. This list is to be considered as a minimum requirement only and does not relieve the operator from compliance with the general food service establishment requirements in ARM 37 Chapter 110 Subchapter 2. (Additional requirements may be imposed and/or the sale of some or all potentially hazardous foods may be prohibited as necessary to protect against public health hazards.)

Minimum Mobile Food Service Unit Requirements

1. A local commissary or service area will be required, unless the unit is a “**self contained, fully equipped mobile unit**”, with all food preparation, food and equipment storage, and cleaning and sanitizing of the unit and all equipment and utensils is capable of being performed on the unit for an extended period. **When a commissary is required the entire mobile unit must report to the commissary on a daily basis for servicing.** The commissary, or service area, must be in Jefferson County unless the sanitarian gives written approval for a commissary located outside Jefferson County. For commissaries located out of the county the operator must certify in writing how often he/she will return to the commissary and what operations will be conducted at the commissary. (Confirmation as to the suitability of the commissary may be made by consultation with the local sanitarian and/or by inspection of the commissary.) A commissary must have a Food Purveyors License.
2. Hot and cold water under pressure must be provided. Freshwater capacities will vary on a case by case basis depending on menu, sink size, amount of food handling and clean

- up, number of employees and hours/days of operation. The waste water holding tank must be at least 15% larger than the potable water tank and must be located below the potable water tank. (See ARM 37.110.256 for additional design requirements for plumbing and waste disposal requirements.)
3. A separate hand wash sink with hot and cold water under pressure must be provided and with soap and disposable towels readily available.
 4. A 3-compartment sink with drain boards on each side must be provided with compartments large enough to fully submerge any utensils, pots, pans, or other food preparation equipment not designed to be cleaned in place. (The third compartment may be use for vegetable wash during periods of non-use provided the sink is cleaned and sanitized and it can be demonstrated that contamination of the vegetables will not occur.)
 5. All dishwashing, food prep sinks, ice machines and ice bins must have indirect waste (air gaps) to the wastewater holding tanks.
 6. Enough mechanical refrigeration (coolers and/or freezers) and hot holding equipment must be provided to support the proposed menu. Ice chests are not adequate refrigeration and the use of stove tops and/or grills are discouraged for hot holding devices as they are difficult to regulate.
 7. While mop sinks are not specifically required the operator must demonstrate how mop water used to clean the floor of the unit will be disposed of. (Mop water cannot be dumped into the 3-compartments sink.) A utility sink can be installed and used as the hand sink, provided it is located such that splash from dumped water will not contaminate food or food contact surfaces,
 8. Sufficient dry storage space is required to hold all non-perishable food supplies and paper supplies protected from contamination.
 9. All food preparation equipment must be contained within the mobile unit, except that outdoor grills, popcorn kettles, and the like are allowed outside provided they are easily accessible to the mobile unit, are sectioned off from access by the public, and have overhead coverage to protect against the weather. Use of these units must be suspended during blowing dust events unless the area is protected by walls. Note: In remote areas without concrete, paving, or dense grass cover outside cooking units will be prohibited.
 10. All interior surfaces must be smooth, durable, non-absorbent, and easily cleanable.
 11. Lights must be shielded
 12. A food grade hose must be used to supply potable water from an approved source. The water inlet must be located so that it will not be contaminated by waste discharge, road dust, oil or grease, or any other contaminants; must be kept capped when not connected to a water source, and provided with a transition connection that will prevent its use for any other service.
 13. The wastewater connections must be of different size and type than those for supplying potable water to the vehicle.
 14. All wastes must be discharged into an approved sanitary sewer. No exceptions.
 15. A mobile food service unit need not comply with the requirements in ARM 37.110.215 regarding cleaning and sanitizing equipment and utensils, if the unit reports daily to an approved commissary or servicing area and serves;
 - a. Only food from approved sources, packaged in individual servings and transported and stored under conditions meeting the requirements of the above cited ARM
 - b. Beverages that are not potentially hazardous and are dispensed from covered urns or other protected equipment.