

The *Fourteenth* Annual
WUMB Music Fest



Space is limited – apply today!

Sunday, June 5, 2011

Noon – 7pm

University of Massachusetts Boston Campus

*Rain or shine
(Outdoor seating is under a tent this year!)*

*An annual family-oriented event
celebrating the folk legacy and cultural heritage of Massachusetts*

**Check out our website: www.wumbmusicfest.org
Questions? folkfest.vendors@umb.edu**

WUMB Music Fest 2011

The greater Boston area is home to the largest folk scene in the country, boasting over 150 coffeehouses and other folk venues hosting dozens of concerts weekly. The idea for the *Boston Folk Festival* came about in 1996, when WUMB-FM initiated a town-hall style forum to discuss the preservation of folk music into the 21st century. Two years later, the *Boston Folk Festival* held its first event. The **Festival** is one of the largest growing events around, increasing from only 2,000 attendees the first year to more than **4,000** expected this year.



The *Boston Folk Festival* is now the **WUMB Music Fest** and is UMass Boston's largest annual public event. It is produced by UMass Boston's *National Public Radio* affiliate WUMB-FM, the only full-time Folk Radio Station in the country. The **Festival** is filled with live music, a songwriting contest, craft and food vendors, games and activities for the children. There are several stages of activities. The events are organized by drawing upon the collaborative talents, expertise and diversity of the folk communities in the Commonwealth, in alliance with other supporters.

The **Festival** is internationally recognized, and local residents are not the only ones who attend. Many travel from as far as New Orleans, California, Bermuda and England. We've had attendees from 30 states and 8 countries.

Music Festival Demographics

Average age range is 25-49

74% college grads

65% have income of 75,000+



Vendor, Exhibition & Concession Terms and Conditions 2011

A limited number of vendors and concessions will be selected to participate in the WUMB Music Fest on Sunday, June 5, 2011 at UMass Boston. Festival organizers will select vendors and assign space based on the vendor type, variety of products and interest to attendees, sponsorship level, date of application submission and the discretion of the Festival staff. All decisions of the Festival organizers shall be final.

Payment: The entire fee must accompany this application, in order to be considered.

Refund/Cancellation: If the application is not accepted, vendor will receive a full refund. Requests for cancellation or refund must be in writing on or before *May 20, 2011*. Application fees will be refunded, minus a 20% handling fee, until *May 27, 2011*. After *May 27*, there are no refunds. If the assigned vendor space is unoccupied by the time the Festival gates open at 11am, Festival management reserves the right to utilize such space in any manner it deems appropriate. The event will be held rain or shine. If there is *extremely inclement* weather and the Festival is moved indoors, the vendor may request a 20% fee refund, after 7:00pm on the day of the Festival only. No other refund shall be made to the vendor in the event of inclement weather. Should the 2011 WUMB Music Fest not be held for any reason, no one or no organization associated with this event shall have any further liability to the exhibitor other than a refund of the original fee paid by the vendor.

Space Allocations: Each space measures 10' x 10' and will be assigned by the Festival Vendor & Exhibition Coordinator in advance. All products must fit within this space. Space is tight; vendors whose booth space require even just one foot more than the allotted 10ft space should purchase two spaces. In the event of inclement weather, vendors may be moved to an area indoors that may not accommodate a 10'x 10' space.

Note: no power or potable water will be available for vendors at the 2011 WUMB Music Fest.

Exhibit Setup/Breakdown: **Set up time is 7:30 am – 10:45 am only, Sunday morning, June 5, 2011.** Vendors shall not be allowed to park their vehicles with or behind their assigned space. Vendors should be prepared to unload and then park (for free) in an adjacent parking lot. Vendors will be allowed to drive to the edge of the field only, to load-in and out. Packing of exhibits prior to the close of the exhibition area (approximately 7:00pm) is prohibited. All booths must be removed from the UMass campus Sunday evening. Vendors are responsible for bringing their own tents within the restrictions specified above, and their own tables and chairs. No exhibit or displays may interfere with other exhibits by way of objectionable sounds, noise, odors or obstructive activities. Displays and exhibits must have a professional appearance and be arranged in a manner subject to the approval of festival management, and must not present any unsightliness to any adjoining exhibitor. Exhibitor shall be liable for all storage, handling, or other costs incurred for failure to remove exhibits by the specified dates and times.

Space Restrictions: Exhibitors must conform to exhibit regulations of the University of Massachusetts (UMass) Boston and the City of Boston. UMass Boston prohibits any dumping and unapproved use of space. Vendors shall list any equipment on the application and provide Festival organizers notification immediately if there is any need to amend the application. UMass Boston prohibits any unauthorized vehicles. No unauthorized fires and absolutely no alcohol. Exhibitors may not mark, damage or deface any part of the campus including the grass. The exhibitor shall pay for any damages in full. Vendors must provide trash bags; UMass Boston will provide an outside receptacle for all trash and provide regular trash pickups. Vendors are expected to maintain a neat appearance within their designated area at all times.

Subleasing, Sharing and Signage: Subleasing and sharing of exhibit space is prohibited unless approved in writing in advance by Festival Management. All signs, displays and product information must be related to the exhibitor's company. No exhibitor may distribute materials or solicit business from any area other than their designated booth space.

Merchandise Restrictions:

1. A complete list of products to be sold must be included with your application. All insignia and brand name merchandise must be licensed. (No unlicensed goods including knock-offs, copies, sports or team goods). All crafts must be original works of the artist unless otherwise approved in writing by Festival Management. No items may be made from kits. No resale items. You may **not** add to your list after it has been accepted, unless approved by the Vendor Coordinator in writing.

Additional Restrictions for Food Vendors:

2. Vendors must list all foodstuffs to be sold on the application. All food and/or beverage items for sale must have the written prior approval by festival management.
3. If you do not have a current Mobile Food Server Permit from the City of Boston, you are required to obtain an outdoor food vendor license by completing a Temporary Food Service Application from the City of Boston's Inspectional Services Department—Division of Health Inspections, prior to the event. This Application must be submitted to Festival Management either with your Festival Application or no later than May 20, 2011 accompanied by a check for \$30.00 made out to City of Boston. This fee must be paid by check as "WUMB Music Fest" and cannot process credit card payment for this purpose. If you have any questions, please contact Inspectional Services at 1010 Massachusetts Avenue, Boston, MA 02118, 617-635-5326 or go to www.cityofboston.gov/isd/health for forms. You will not be allowed to set up unless you have a current Permit with you.
4. A Certificate of Insurance is also required.
5. If using propane, vendors must abide by the UMass Boston Safety Department's guidelines. This permit must be presented to the Festival vendor coordinator before you will be allowed to set up.
6. Food vendors must be equipped with fire extinguisher, sneeze guard, cold storage, trash barrels and trash bags at their assigned location. Hair restraints and disposable gloves must be worn at all times by food preparers.
7. Grease and/or oil must be removed from the UMass Boston campus; no dumping of grease/oil is allowed anywhere on campus.
8. Ice must not be dumped on grass.
9. There will be a mandatory meeting on Sunday morning (6/5/11) at a time to be determined, with the Festival Vendor Coordinator to review waste disposal policy.
10. **No use of products or preparation of food containing Trans Fat will be permitted as per City of Boston regulation.**

Liability: All exhibitors shall agree to indemnify and hold harmless The WUMB Music Fest, WUMB Radio and the University of Massachusetts and its affiliates ("Organizers") from all liability that might follow from any cause, including accident or injury to invitees, guests, exhibitors, their agents or employees, including loss or damage to personal property. Exhibitor and exhibitor's contractors and suppliers working in the exhibit area are required to carry liability insurance. Exhibitor must operate and maintain its exhibit so that no injury will result to any individual or property. Exhibitor must make its own arrangements for insurance against theft, loss or damage during the festival. Festival/UMass management will provide reasonable, customary, general security but does not guarantee nor accept liability for damage or loss to exhibitors' property.

Additional terms:

1. Vendors who do not abide by these rules or the rules imposed by WUMB Music Fest/UMass Boston may be asked to leave with no refund or invitation to participate in future events.
2. There is a 15% discount on the cost of paid advertisements in the Festival Program Book for all vendors and exhibitors.

WUMB Music Fest -Vendor Application 2011
 June 5, 2011 Festival will be held rain or shine

Date received: _____

Please Print

Name of Company _____ Contact Person _____

Phone Number (Weekend/Eve) _____ Email _____

Company Web Site _____

Address _____ City _____ State _____ Zip _____

Please enclose a business card, if available.

****Note: electricity and potable water will NOT be available for vendors at the 2011 WUMB Music Festival****

Vendor Category	Fee	Number of Spaces	Total
Food	\$300/space		
Craft	\$150/space		
Total Amount Due			

Note that participants are responsible for collecting and paying their own sales taxes, if any.

100% of this total must be included with application as a deposit. No refunds after May 27, 2011

Payment Check \$_____ (Make checks payable to WUMB Music Fest/UMass Boston)

Credit Card: ___ Mastercard: ___ Visa: ___ Discover:

Credit Card number: _____ - _____ - _____ - _____ Expiration date: _____

If accepted as a vendor, would you like information on local accommodations?

___ Hotel/Motel ___ Campgrounds ___ Other: _____

Craft Vendors: Please describe your product below or provide attachment. Include price range. (If new, please enclose photos or catalogue of your products).

Circle one: Artisan Importer Other: _____

Are you interested in donating an item(s) to our annual raffle? Minimum value of item to be raffled: \$30.

Participating vendors will be mentioned from the Main Field Stage during the festival.

Yes No. (If yes, the Vendor Coordinator or Raffle Coordinator will be in contact)

Food Vendors:

Please describe your food products below or provide attachment. Include price range.

I have read and agree to comply with all of the terms and conditions of exhibition and vending as stated in this contract. Your signature below, confirms your agreement to all of the terms and rules in this application packet.

Signed _____

Date _____

Mail this application with the Fee, to:
 Music Festival Vendor Coordinator,
 c/o WUMB Radio/UMass Boston
 100 Morrissey Blvd, Boston, MA 02125
 Fax (with credit card pay): 617-287-6916