

Vendor application info:

GREEN COUNTRY JAM 2018

May 3-5, 2018 - Gates open @ 3pm 5/3 and 5/4, Noon 5/5.

What is Green Country Jam?

The Green Country Jam is an outdoor 3 day Country Music Festival, held at Tulsa Raceway Park in Tulsa, Oklahoma. Rascal Flatts and Jake Owen will headline the Main Stage along with country music superstars Big and Rich, Randy Houser, Parmalee, and The Cadillac Three. Also, there will be a Red Dirt Stage that will feature artists Jack Ingram, Cody Canada and the Departed, Mike Ryan, Charley Crockett, Kody West, Cordovas plus others during the day on Friday and Saturday. Green Country Jam 2018 will kickoff on Thursday Night May 3rd with a special Kick Off Street Party starring The Casey Donahew Band that will focus on community pride and raising monies for local charities. Other exciting attractions will include a carnival and midway, yard games, arts and crafts, food and beverages, and exhibitor displays. Attendance is expected to be approximately 10k – 15k per day.

Is my product item or service suited for Green Country Jam?

Vendors are required to be open during all operating hours of the event. This is a juried event. Each application will pass through a selection process that rates vendor products and services based on several factors, including, but not limited to, and in no implied order of importance:

- Unique items that appeal to the Country Music demographic.
- Legal and family friendly.
- Adherence to booth aesthetics, product presentation, and set up guidelines.

The following products are prohibited:

- Replica guns or weapons of any kind.
- Alcohol or Drugs.
- Any trademark items without proof of a licensing agreement.
- Plastic items such as commercially produced products one may find in a flea market.

Final decision on all vendor items permissible for sale will reside with Green Country Jam Management.

ONLINE VENDOR APPLICATION AND APPLICATION FEE DEADLINE IS 5:00 P.M., CST, March 1, 2018. NO EXCEPTIONS.

Food, Merchandise, Services, and Display Vendors: Submit a completed online application, \$15 fee (no booth rental fees until accepted). **Once accepted, contract and payment are due by 5:00 p.m. CST, April 1, 2018.**

Vendors who submit required documents and/or payment after the deadline will automatically be replaced or assessed a \$50 late fee.

Rules, Regulations, and Procedures

Submission of an application to Green Country Jam constitutes an agreement by entrant to the Rules, Regulations, and Procedures, as outlined in this document.

1. Submission of application and application fee does not guarantee acceptance in the event. Participation in the event is at the sole discretion of Green Country Jam Management. ALL vendors are required to pay a non-refundable \$15 application fee before application and will be considered complete or considered for acceptance.
2. Insurance: Proof of liability insurance naming the "GCJ LLC, T&K Management and Tulsa Raceway Park" as certificate holders (NOT as additional insured) is required of ALL vendors and must be received no later than 5:00 p.m. CST, April 1st, 2018. Participant shall carry and maintain, in full force and effect during the event, public liability insurance covering personal injury, bodily injury, and property damage liability, in a form and with an insurance company acceptable to Green Country Jam Management, with limits of coverage of not less than \$1,000,000 for any person or property, and \$1,000,000 per occurrence for each accident or incident. Vendor warrants that they carry the state mandated coverage for workers' compensation.
3. No Illegal Drugs or Alcohol.
4. Oklahoma Tax Commission. The vendor, whether or not a resident of the state of Oklahoma, is responsible for payment of Oklahoma Sales Tax, and such tax will NOT be collected by the event. The tax commission provides temporary sales tax permit forms which will be distributed by the event at vendor check-in. The current sales tax rate is 8.517 %, but is subject to change. It is your responsibility to confirm the tax rate on your paperwork at check-in.
5. Fire Marshall: All tents greater than the minimum square feet must provide a copy of their Certificate of Flame Resistance to event management and have a fire extinguisher on hand (Type ABC, Food Vendors Type K). This is a City of Tulsa requirement. A legible photograph of the tag sewn into your tent is acceptable in lieu of certificate.
6. All vendors selling any consumable food or beverages are required to obtain a Health Department permit. All food vendors MUST comply with all Tulsa County Health Department regulations. Inspection of food handling practices by a County Health Inspector will be conducted on Thursday morning of the event. Go to <http://www.tulsa-health.org> for answers to questions about permits, food handling regulations, and fees.
7. Mandatory hotel & sales report: This report is due nightly at the event from ALL vendors.
8. COMMISSIONS: No commissions are collected from merchandise, service, or display vendors. Food Vendors are required to pay 25% of actual net sales to the event. Commission payments must be received nightly.
9. One booth space per application. One primary responsible party per booth space.
10. The event reserves the right to limit the number of vendors selling certain items or foods.
11. The event will try to honor special requests or requirements, but no guarantees can be made. If you have such a request, please state your request on application.

12. The event is committed to making its programs accessible to persons with disabilities. For services on the basis of disability, please indicate so on your application.
13. NO REFUND will be made for vendor withdrawal.
14. There are no rain dates and no refund will be made in the event cancellation or delays due to inclement weather, or other similar causes beyond control of Green Country Jam.
15. The event provides daytime and nighttime security. However, all vendors participate at their own risk to self or property. The GCJ LLC, T&K Management and Tulsa Raceway Park assume no liability for damage, loss, or theft.
16. Vendors may set up their booth or tent on Wednesday before the event, only AFTER picking up their check-in packets on site. Staff will be available to assist you in finding your location, if needed, but are not available for carrying equipment, setting up tables, booths, or performing other tasks related to setup.
17. Vendors MAY NOT affix signage, tent ropes, or other items to any property of Tulsa Raceway Park by any method. Holes may NOT be dug for posts and stakes, water barrels or concrete blocks must be used for tie downs. All tents must be secured and subject to inspection.
18. Vendors must provide their own booth or tent display. Food vendors must provide all equipment necessary for food service, in adherence to all State and County Health Department regulations.
19. Green Country Jam Management reserves the right to inspect all tents and structures for proper anchoring, safety hazards, or other violations. Any action deemed necessary by Green Country Jam Management will be done immediately and at the vendor's expense.
20. Rental tents are available through Green Country Jam if needed. Rental tents will be set up at your site no later than 3:00 p.m., the Wednesday before the event, weather permitting; and will be taken down on the Sunday following the event by the rental company. Vendor's goods MUST be removed from tents on Saturday night after the event closes. Certificate of Flame Resistance is provided by the rental company if tent exceeds the minimum square footage.
21. Assigned spaces are non-transferable and location will be at the discretion of Green Country Jam Management. No mobile sales area may be set up without express permission of Green Country Jam Management. No vendor will move a booth to another site or location without express permission of Green Country Jam Management. All structures, ropes, supports, signage, displays, or other items may not exceed the boundaries of the assigned space.
22. Booth address must be displayed in clear sight at all times. You will be issued a card with your assigned space number during check-in.
23. Each vendor's booth shall remain open and operating during the full extent of the event hours each day. Food concessions must remain open with adequate available food stock during all hours of operation. Refusal to comply may result in expulsion from the event without refund or compensation of any kind.
24. There is no camping on the grounds.
25. There will be limited vendor parking on event grounds. Each vendor will receive a permit/s based on space rented on application.
26. Parking permits will be provided at check-in and MUST be clearly displayed on your vehicle's windshield and/or trailer. You WILL BE DENIED ACCESS by gate personnel if your permit is not properly displayed. Additional vendor employees/assistants will need to park in public parking lots.

27. There shall be no signs or items for sale which are insulting to anyone.
28. Vendor's will use the assigned site for the purpose of displaying and/or selling only those items listed on the initial application and approved by the event. Any additions or substitutions must be submitted to Green Country Jam Management for review prior to the opening of the event. Any items not listed on the application or work that falls below the quality represented on the application shall be removed from sale at the discretion of Green Country Jam Management. Refusal to comply may result in expulsion from the event without refund or compensation of any kind.
29. The distribution of any printed materials shall be subject to prior written approval of the event. No printed materials may be handed out or placed on vehicles in parking lots.
30. Vendor's must conduct themselves with good manners in a polite and professional manner. Any intoxicated person will be subject to removal.
31. Vendor sites shall be maintained in a clean and orderly fashion at all times. A \$150 cleaning deposit is required and will be returned if the space is left clean and like is was prior to the event. Trash items must be taken to the available dumpsters and NOT placed in public trash barrels. Cardboard MUST be flattened and taken to a recycling trailer, NOT placed in a trash can or dumpster. All grease must be disposed of in the provided disposal containers. All grey water must be disposed of in the provided holding tanks.

Food Vendors:

1. To reduce the amount of trash, no individually packaged condiments may be used. Condiments must be served from bulk containers at your site in a manner consistent with Tulsa County Health Department regulations.
2. The event reserves the right to limit duplicates of a "major" food items.
3. Vendors are responsible for keeping the area surrounding their trailer or booth clean and free of trash. Vendors must use dumpsters for trash disposal and recycling trailers for flattened cardboard disposal. DO NOT use the public trash barrels.
4. DO NOT pour oil or other cooking liquids on the grounds, or in any sewage drain. Grease disposal containers will be available on site.
5. Gray water must be contained and hauled to a proper disposal container each day, or as needed. It may NOT be dumped on the grounds or in a sewage drain.
6. Food vendors may set up on Wednesday before the event. Electricity will NOT be available until after 3:00 p.m. on Wednesday.

Online application and application fee are due by 5:00 p.m. CST, March 1st, 2018.
Submit through the online application system at www.greencountryjam.com.

ALL VENDOR APPLICANTS must submit a complete list of items to be sold.

- Make check or money order payable to "GCI LLC." Incorrect payments will be returned for correction; receipt of corrected payment after the payment deadline WILL RESULT IN A LATE FEE, even if you previously submitted an incorrect payment before the deadline.
- A processing fee of \$25 will be charged for ALL returned checks.
- **Application Fee Payments MUST BE RECEIVED BY 5:00 p.m., CST, March 1st, 2018.**

Mail to:

GCJ LLC

429 E. California Ave.

OKC, OK 73104

Costs:

1. Non-refundable Application Fee \$15 (does not apply towards space fee or any other costs)
2. Space Fees (does not include tent and/or equipment, space only)

Green Country Jam is an outdoor event. Be aware that Oklahoma weather is unpredictable. Your advance preparation for the following situations is necessary:

- Extreme heat.
- Unexpected cold or wind.
- Dry, hard ground, and blowing dust.
- Heavy rain and severe storms or flash flooding.
- Variable ground conditions.

a. Merchandise or Display Vendor

- i. 1 Space (12'x12'space) \$1440
- ii. 2 Spaces (12'x24' regular row space) \$2880
- iii. 3 Spaces (12'x36' regular row space) \$4320
- iv. Free Standing Space (round, oval, deeper than 12 feet or want to sell from more than one side.) \$10 per square foot of footprint.

b. Food Vendor

- i. Wandering or Food Cart Vendor (sell from cart, pole, etc. No electricity.) \$400
- ii. Food Vendor Space (Vendor provides own booth or trailer. Does NOT include electricity.) \$600
- iii. Clean up deposit \$150
- iv. Electricity
 - i. 110v Service \$100
 - ii. 220v Service \$150

c. Other

1. Liability Insurance – All vendors are required to carry their own liability insurance naming “GCJ LLC, T&K Management, and Tulsa Raceway Park as certificate holders. If you need insurance, there are several companies that offer insurance for a single weekend special event. A list is available on request.
2. Tulsa County Health Department food vendor permit if you don’t already have a one. This is issued and collected by them. Info at to <http://www.tulsa-health.org>
3. 25% Commission on Food and Beverage vendors.
4. Soft Drink Permit \$100 (If you want to sell bottle water and soft drinks). All product will be purchased on site through Green Country Jam. Prices will be set by Green Country Jam Management. Vendors can sell lemonade and tea only without permit. No alcoholic beverage sales of any kind.
5. Ice for Food Vendors will be made available on site for a fee.
6. Returned Check Fee \$25
7. Late Payment Fee \$50

Deadlines & Important Dates

Vendor online application and application fee due – March 1st

Accept/Reject notices to be sent – March 15th

Vendor payment and insurance documentation due – April 1st

Contact Information:

Green Country Jam Management: info@greencountryjam.com

Website: www.greencountryjam.com

Facebook: Green Country Jam Twitter and Instagram: [@greencountryjam](https://www.facebook.com/greencountryjam)