



## JetLAG Vendor Guidelines 2023

<b>Location</b>	Peaceful Valley Campgrounds, Downsville NY
<b>JetLAG Festival Dates</b>	June 23 - 25, 2023 General Admission: Friday, 3:00pm - Sunday, 1:00pm
<b>Registration Deadline</b>	<b>Application due: May 15, 2023</b> <i>*Payment (artisan vendors) due upon acceptance to reserve spot</i>
<b>Vendor Application Form</b>	<a href="https://airtable.com/shrwRZJGpJa8HdQuF">https://airtable.com/shrwRZJGpJa8HdQuF</a>
<b>Vendor Load In</b>	Thursday June 22 1:00PM - 10:00PM or Friday, June 23 8:00AM - 3:00PM
<b>Load Out</b>	Sunday June 25, 9:00am-2:00pm
<b>Vendor Relations Coordinator</b>	Maria Burdjalov <a href="mailto:maria.b@jetlagfestival.com">maria.b@jetlagfestival.com</a>

### Documents and Materials

- To complete a JetLAG Festival vendor application, all vendors are provided and expected to read through or fill out the following documents and forms
  - Fill out the online vendor application: <https://airtable.com/shrwRZJGpJa8HdQuF>
  - Read through the **2023 JetLAG Vendor Guidelines** document
  - Read through and sign either the **Food Vendor Agreement** or **Artisan Vendor Agreement** based on your vendor specialty

### Registration & Payment

You will be registered to vend at JetLAG Festival by reading the Vendor Guide and submitting the signed agreement. We will send you a link for payment once we receive your completed agreement and booth photos if possible. **Payment is due upon acceptance.** If you need to send an alternative form of payment, it will need to be approved by the Vendor Relations Coordinator.

## Vendor On-Site Operations

### LOAD IN Timeline

- Vendors must **arrive before 3pm on Friday June 23.**
- All booths must be fully set up by 5pm on Friday. If there are delays please communicate them with us and let us know ahead of time.
  - Vendors can do carside camping next to vendors area. Vendors should not park vehicles inside the vendors area. All cars must be moved off vendors area by 5pm Friday.

### LOAD OUT Timeline

- We prefer vendors to stay open through OR until Sunday morning
- Everyone should be **off site by 3pm on Sunday June 25th.** Vendors may stay open Sunday morning until 11am at the latest.

### Duration & Expectations

- Vendors can vend through the night and morning. However, the minimum duration is to vend Friday evening, all-day Saturday, and pack-up on Sunday. At your discretion you may choose to stay open through Sunday afternoon. All vendors must be **packed out and off site on Sunday by 3:00pm.**
- Vendors must be prepared to accept cash payments. \*Please note that the site has very limited cell service and internet connectivity and you may not be able to process and accept credit cards.

### Vendor Check-In Process

1. Upon arrival at Peaceful Valley Campgrounds, be prepared to present festival ticket confirmations, ID, and signed vendor agreement to staff at front gate of campground site. Download/print out ticket confirmation & signed vendor agreement ahead of time because there is limited service at the site and you may not be able to access the internet for emails/websites to find your documents.
2. JetLAG Festival staff at gate will have list of vendors coming in and will greet you and provide you with your wristbands. They will radio to our vendor point-person staff that you have arrived and direct you to the location where you meet them
3. You will be directed to your reserved vending spot and once you arrive, you can begin setting up shop and unloading your vehicle. All problems and concerns should be directly communicated to JetLAG Festival staff and we will address them.
4. **All vehicles must be out of the vending area by 5pm on Friday.**
5. Please do your best to arrive on time and be set up no later than 6/7pm. Ideally, you should be setup and open for business by 5pm on Friday, June 23, 2023

### Camping

- For vendors who plan to camp, there will be campsite locations near the vending area. There will be **no camping or lodging in your booth.** We will have a vendor camping location for vendors near and close to the vending area. The vending area is for business only, but camping will be very close to it.
- No tents/RV's or other platforms are allowed to be visible behind your vending booth. Camping will be available at no additional charge with your festival ticket.
- If there are questions or concerns for accommodations, please email [maria.b@jetlagfestival.com](mailto:maria.b@jetlagfestival.com)

## **Food Vendor Waste Guidelines**

- Our preference is that Food Vendors use compostable, sustainable and eco friendly containers and packaging. If you do not currently have sustainable packaging for your containers please check out this link so we can keep the festival as green as possible.  
<https://greenpaperproducts.com/biodegradable-products.aspx>.
- All recycling on the campgrounds is “**carry-out**” and food vendors must take it with them upon their departure for disposal.

## **Booths/Booth Sharing**

- Vendors are responsible for providing their own booth and equipment needed to operate. Booth sizes must be disclosed to Vendor team. Sharing booths with another vendor will be permitted and must have approval of Vendor Relations Coordinator and JetLAGFestival.

## **Power Requirements**

- Please indicate on the vendor application if you will need power and how many amps you intend to use. Our power source is limited and we ask that you keep your needs to a minimum to meet your operational needs. Food vendors will be provided with electricity. Artisan vendors need to communicate their power needs so we can accommodate them in their space. Vendors may bring a small quiet generator as needed but must contact us for approval and verification.

## **Monetary Policies**

### **Cancellation Policy:**

Once payment is accepted through our link, there are no refunds for your booth space. In the event that JetLAG Festival is canceled, any vending fees paid to JetLAG Festival will be refunded within 30 days of the cancellation date.

### **Pricing**

- **Craft/Artisan Vending**
  - 10' x 10' booth: \$50 reservation fee
  - 10' x 20' booth: \$50 reservation fee
- **Food Vending and Food Trucks**
  - 10' x 10' tent: no fee (REQUIRED: meal tokens for JetLAGFestival staff)
  - 10' x 20' or Food Truck: no fee (REQUIRED: meal tokens for JetLAGFestival staff)
- Food vendors get regular campground circuit
- Artisan vendors need to communicate their lighting needs for their booth

### **Vendor Festival Ticket Policy**

- JetLAG Festival Artisan vendors are required to purchase festival tickets for each individual in their party. Festival tickets can be purchased here:  
<https://www.tickettailor.com/events/jetlagfestival/818978>.
  - Artisan vendors must email Vendor Relations Coordinator their proof of ticket purchase as part of their reservation process
- Food vendors will receive free festival tickets based on their staff number in exchange for meal tokens for JetLAG Festival staff. Festival ticket needs must be outlined in application and communicated with Vendor Relations Coordinator. Meal token quantity depends on size of food vendor and capabilities. Ticket information and meal token details will be negotiated separately for each vendor.

## Permits and Licenses

### **Food Vendors**

- Proof of liability insurance must be emailed in PDF format and a printed copy must be posted in your booth.
- Please be sure to email all insurance and liability information to: [maria.b@jetlagfestival.com](mailto:maria.b@jetlagfestival.com) prior to June 1, 2023. Failure to do so will result in a forfeiture of your booth space.

### **Handling of Merchandise & Money**

JetLAG Festival will be providing general festival security during the duration of the festival; however each vendor is solely responsible for the handling and security of money, merchandise or property that is in the vendor's possession during the event. Please take whatever reasonable measure you need to ensure your booth is secure. Never leave any cash or other valuables in your booth after you close for the evening. JetLAG Festival is not responsible for any lost or stolen property.

### **Quality & Professionalism**

Vendors agree to maintain their booth(s) and surroundings areas with an attractive, inviting, beautiful and professional experience at all times. Each vendor is asked to treat all JetLAG event staff, personnel and festival goers in a kind and mutually respectful manner.

All equipment used by a vendor shall be maintained in safe working order and comply with any/all State, County and local electrical, fire and health code (food) requirements. Electrical outlets should be off the ground, duct taped and secured in your tent for the safety of all attendees.

All vending areas behind, inside and in front of the booth must be kept accessible to people to flow within the areas and to maintain a safe and well thought out booth display. All trash, recycling and personal property must be packed in, packed out and your booth area must be left in its original condition. Our onsite cleanup team will help collect trash and make the transition easy for you to dispose of items you may have accumulated.

### **Agreement**

The undersigned agrees to indemnify and hold harmless JetLAG Festival and Peaceful Valley Campgrounds and their respective personnel, agents and representatives individually from and against any and all losses and damages sustained as a result of participation at JetLAG Festival 2023.

JetLAG Festival may sustain by reason of damage to property or injury to or death of any person, or for any losses or damages sustained by JetLAG Festival as a result of negligence of the UNDERSIGNED vendor OR THEIR REPRESENTATIVE(S), vendor's subordinates or agents relating to vending activities.

### **Compliance**

Applicant also agrees to comply with all JetLAG Festival, state and local regulations and follow the directives of JetLAG Festival Staff and Volunteers. Please sign on the vendor contract agreement that you have read this guide and agree to its contents herein.

If you have any questions please contact our Vendor Relations Coordinator, Maria Burdjalov, at [maria.b@jetlagfestival.com](mailto:maria.b@jetlagfestival.com). We look forward to connecting at the festival and expect an amazing and prosperous event marketplace.

**Authority**

Applicant understands that the Vendor Relations Coordinator and JetLAG Festival have final say on items for sale and menu items. All decisions made by Vendor Relations Coordinator and JetLAG Festival are final.

Vendor Applications will be reviewed in the order in which they are received. JetLAG Festival reserves the right to reject any application and to withdraw acceptance of any application. Once your booth has been accepted, you will then receive a link for payment or can send us a check.