

HIGH SIERRA

≡ MUSIC FESTIVAL ≡
JULY 4 - 7, 2024 | QUINCY, CALIFORNIA

2024 Vendor Guidelines

vending@highsierramusic.com

We look forward to sharing a fun and successful event with you. What follows is pertinent information for you, remember, communication is the key component to ensure your check-in is as seamless as possible. **Please read this carefully** so there are no surprises when you arrive.

Fees: Your booth fee and insurance forms are due in full by Monday, May 13th. This includes 2 festival passes and 1 on-site vehicle pass. If you are a roaming vendor it ONLY includes your vending fee and an on-site vehicle pass, roaming vendor fees DO NOT include festival passes (tickets must be purchased).

Additional Passes: Each vendor may purchase up to two additional weekend vendor passes at the early bird price of \$345.50. These must be purchased at the time you purchase your booth.

Acceptance Packet Checklist:

1. Your acceptance email will have instructions for payment. You will receive an email confirmation with your festival tickets and vehicle pass when purchased.

2. Complete the Vendor Info form/ Hold Harmless Agreement here

<https://form.jotform.com/240248587225157>. **You will need to attach your**

Certificate of Insurance with both High Sierra Music, Inc. and Plumas Sierra County Fairgrounds named as additional insured.

- ✓ When you upload your COI please rename it (YourBoothNameCOI) so we can stay organized and not have to rename them again. Thanks!

Check-in: Vendor check-in is **10AM - 6 PM, Wednesday, July 3** (you will not be admitted earlier than 10 AM). All vendors must arrive during vendor check-in on Wednesday. ****Please do not arrive later than 6 PM, the earlier in the day the better.**** **Late arriving vendors will be required to wait in line with festival patrons**, and be placed in the meadow at an appropriate time Thursday morning. Festival gates open to the public at 8 AM, Thursday. If extenuating circumstances prevent a timely arrival, please email Eric, the Vendor Coordinator at vending@highsierramusic.com

Arrival: When you arrive on Wednesday, you will check in at the staff/vendor

check-in at the box office at **the Allied Nursing Building at Feather River College off Hwy 70** to exchange your vending passes for wristbands. Then you will proceed through Gate 3 to the music meadow to get placed into your assigned spot. You must have a wristband on in order to enter the festival grounds. Only vendor wristbands will be admitted before Thursday, 8 AM.

Liability Insurance: All accepted vendors will be required to carry liability insurance, and a COI with High Sierra Music and Plumas County named as additional insured. We can recommend an insurance carrier for you if you are in need.

Camping & Parking: We will provide 10x10 feet of camping space behind your booth for your camping needs. There will be **one** parking space behind your booth(OR on the racetrack surrounding the meadow if you have an oversize vehicle). Every vehicle must have an on-site vehicle pass. If you have more than one vehicle, you must [purchase an additional pass](#) for it. ****There is no vehicle re-entry. Once you have entered the festival grounds, please come prepared to leave your vehicle at your booth the entire weekend.**

Electricity: Limited electricity is included in your vendor fee; we ask that electrical usage be limited to only what is required to operate your booth. Electricity should not be used for camping or extraneous items. Each vendor will have 1 - 110v/20amp outlet. Power will be supplied by a generator that will be on during vending hours. It will be turned off at night after the music meadow closes for the night.

Vendors should come prepared with at least a 100ft extension cord to reach our generator and extra power strips. **All booth lights MUST BE LED or CFL. Please do not bring items that use a lot of electricity: coffee makers, heaters, etc.**

Easy ups and Shade Structures: All Tents must be Registered Flame Resistant Product. Tents will be checked by Fire Marshal before event.

Booth hours: We request that you be open during the day while the music is going, but after dark, when & if you close is entirely up to you. Approximately thirty minutes after the music ends on the Grandstand Stage, the meadow is swept of festival goers and remains in "lock-down" until the next morning. Only those with vendor bracelets are allowed into the main meadow after the meadow closes .

Clean-up: You are responsible for the clean-up of your entire booth area. Please take your trash and recycling (flatten all cardboard) to the nearest waste station. PLEASE DO NOT LEAVE IT AT YOUR BOOTH SITE. Thanks for your cooperation.

Cancellation Policy: Vendors must give High Sierra at least four weeks' notice of intent to cancel participation in the festival, subject to a \$200 cancellation fee. Cancellations within four weeks from load-in date are non-refundable.

A note about the weather: Although it is rare to see rain in Quincy in July, there can be strong winds, which blow up dust. Be prepared to secure your booth against both of these elements if they adversely affect your crafts. High Sierra is not responsible for any damage to any part of your booth or your merchandise.

You are responsible for abiding by all festival rules and regulations. Remember that the selling of smoking paraphernalia (i.e. vape pens, pipes, etc.), tobacco, cannabis products, or illicit substances of any kind.

Absolutely NO PETS will be permitted on the festival grounds. Service animals must be properly vetted and credentialed.