



**VOLUNTEER BOOTH
APPLICATION**

2020 MEADOWLARK MUSIC FESTIVAL

September 12, 2020 | 2pm to 11 pm

Organization: _____

Contact Name: _____

Mailing Address: _____

City/State/Zip: _____

Email: _____

Phone: _____

Description of booth/interactive or passive activity: _____

Value of in-kind sponsorship: _____

Meadowlark Music Festival, Lost and Foundation and their affiliates will not be held responsible for any liability, lost or stolen or damaged merchandise or any injury incurred during the 2019 Meadowlark Music Festival.

Signature of Vendor: _____ Date: _____

- *Volunteer organization must provide their own equipment (canopies without stakes, tables, chairs, power sources etc.)*
- *Volunteer applications are due to the Meadowlark Music Festival no later than July 31st, 2020.*
- *Please read the FAQ on the back of this page.*
- *There will be no sale of items or food without prior approval/vendor application*

Lost and Foundation, PO Box 1504, Helena, MT 59624

Contact meadowlarkfest@gmail.com with questions

— 2020 —
VENDOR FAQ

CAN WE STAKE DOWN CANOPIES?

No, the park department has sprinkler heads that will be damaged if canopies are staked down. Please only weight down your tents and canopies.

CAN I MOVE MY TENT AFTER I HAVE BEEN PLACED?

Once you have been placed, you may not move. Exceptions can be made to prevent physical harm if necessary.

WHAT IF I NEED MORE TIME TO SET UP OR TEAR DOWN?

If you need extra time to set up or tear down, let us know when you turn in your vendor application

WHAT IS A STANDARD BOOTH SIZE?

Artisans, Merchants and Non-Profits receive a 10ft x 10ft booth space. Food vendor space can vary. Please note the size of your truck or cart on your application.

CAN I PLAY MUSIC IN MY BOOTH?

No. Amplified sounds is not permitted at this event.

CAN I SELL FOOD AT MY BOOTH?

Not without a separate vendor application and fee.

CAN I SELL PRODUCTS AT MY BOOTH?

Prior approval and a vendor application is required so as not to conflict with other vendors.

WHEN WILL I FIND OUT IF I AM ACCEPTED INTO THIS EVENT?

Acceptance emails will be sent out 1 week after the application deadline.

IF IT RAINS, DOES THAT MEAN THE EVENT IS CANCELLED?

No. We are operating rain or shine. If there are severe thunderstorms in effect, the vendor liaison will notify each vendor onsite.

WHEN WILL I GET MY LOAD IN DETAILS?

This will be emailed no later than the week of the festival.

WHAT LIABILITY COVERAGE DOES THE FESTIVAL PROVIDE?

Meadowlark Music Festival, Lost and Foundation and the City of Helena and their affiliates will not be held responsible for any liability, lost, stolen or damaged merchandise or any injury incurred during set up, breakdown or Meadowlark Music Festival operating time. All food, beverage and other perishable vendors must carry all of the proper licenses and permits required through Lewis and Clark County.

CAN I SELL WATER AND OTHER BEVERAGES?

Vendors are not permitted to sell water as we will have a free water station with compostable cups. You can sell other non-alcoholic beverages with a vendor application. If beverages are not in a sealed container, they must be served in compostable or recyclable vessels.

HOW WILL CUSTOMERS PAY FOR MY PRODUCT?

Each vendor is responsible for collecting money directly. If volunteer booths would like to vend, they must complete a vendor application.

WILL ICE BE MADE AVAILABLE?

The Meadowlark Music Festival does not provide ice directly. If requested, we can put you in contact with the beverage caterer if you need to acquire ice through them on site.