



2018 SAN JOSE JAZZ SUMMER FEST

Arts & Crafts Vendor Policies and Procedures

APPLICATION PROCEDURE

To apply for an Arts & Crafts space, fill out the attached application form and mail it with your check, cashier's check or money order no later than July 20, 2018.

Space is limited. Applications and space allotments are made with these considerations: First-come, first-serve upon completed application, approval from the coordinator and full payment received; Preference is given to returning vendors; Merchandising considerations (for example, we allot 10% of Arts & Crafts space for jewelry vendors).

Late applications will be considered only if space is available.

All vendors are evaluated each year. Prior participation does not guarantee acceptance for the 2018 Festival. Applications will be processed as received, and a letter of acceptance or decline will be sent as receipt of application. Checks will be cashed upon receipt. Do not postdate checks.

Main Stage at Plaza de Cesar Park Friday, August 10-Sunday, August 12.....	\$400
Salsa Stage Saturday, August 11-Sunday, August 12.....	\$325

VENDOR COORDINATOR

AJ McBride, vendors@sanjosejazz.org, 415-275- 2449

ELECTRICITY

Arts & Crafts Vendors must supply their own electricity and lights for the event. Electricity will be available for arts and crafts vendors only on the Cesar De Chavez park side of the event for a cost of \$100. This request must be advanced through the Vendor Coordinator. No late requests will be honored once the festival load in begins. No gas generators are allowed to be brought on site.

SPACE FEE

Arts & Crafts Vendor space is 10'x10'. Vendors are responsible for all their own equipment including booth structures. No percentage of sales will be taken from Arts & Crafts vendors. A regular booth space is a 10'x10' space abutted on one or both ends by another booth. A corner booth space is a 10'x10' space either at the end of a row of regular booth spaces, or within a row of booths with additional 2' on at least one side for additional merchandising.

CANCELLATION POLICY

In order to qualify for a refund, cancellation requests must be received in our office in writing no later than July 1, 2018. Refund checks will be processed 30 days after the closing date of the 2018 Festival. There will be no refunds given for cancellations after July 1, 2018.

ITEMS FOR SALE

Only items that are pre-approved by San Jose Jazz may be sold at the Festival. San Jose Jazz maintains the right to exclusively sell t-shirts and souvenir items related to the San Jose Jazz Festival. Space may not be assigned, sold, traded, or shared without previous written arrangements with San Jose Jazz. San Jose Jazz reserves the right to approve items onsite at the Festival and to request merchandising changes as deemed appropriate.

TRADEMARK



San Jose Jazz in any form reserves the exclusive right to the use of its names, logo and symbol thereof.

CLEAN-UP

Each vendor is responsible for the condition of their contracted space during and after the event. Flyers: Unless otherwise pre-authorized, San Jose Jazz does not permit, within the Festival boundaries, any distribution of printed materials. NO sampling, hawking, panhandling or soliciting without the express written consent of San Jose Jazz.

SALES TAX

All sellers must possess a resale number. Sellers will collect taxes and will be responsible for all their own sales and collections. A resale number can be obtained from the California Board of Equalization. Applications are not complete without submitting a valid resale number with application.

RESPONSIBILITY

San Jose Jazz, Labadie Productions, Filco and their employees and boards of directors will not be held responsible for any depredation or loss of any kind, whether by fire, theft, physical violence, elements of nature or other causes, however originating. Insurance to cover these risks should be carried by the participants at no cost to San Jose Jazz.

TICKETS

San Jose Jazz is a wristband event, with a \$25.00 general admission fee per day. Arts & Crafts Vendors will receive 2 wristbands per day per booth. Additional wristbands can be purchased at a special vendor rate of \$10 per ticket per day. Your needs must be advanced through your Vendor Coordinator.

PARKING

San Jose Jazz does not provide parking for vendors.