



2018 SAN JOSE JAZZ SUMMER FEST

Business Vendor Policies and Procedures

San Jose Jazz Summer Fest is the largest musical event in Silicon Valley, with tens of thousands of attendees, and over 125 musical groups performing throughout the grounds. The event begins Friday at the Main Stage and auxiliary venues around downtown San Jose, expanding to include the Salsa and Blues/Big Easy Stages over the weekend. Saturday and Sunday, each business vendor will be given four wristbands per booth per day.

APPLICATION PROCEDURE

To apply for a business vendor space, fill out the attached application form and mail it with your check, cashier's check or money order no later than June 30, 2018. **Space is limited** and applications and space allotments are made with these considerations: First-come, first-served upon completed application and full payment are received. Preference is given to returning vendors. Late applications will be considered only if space is available. Checks will be cashed upon acceptance. Do not postdate checks.

All vendors are evaluated each year. Prior participation does not guarantee acceptance for the 2018 Summer Fest. Applications will be processed as needed, and a letter of acceptance or decline will be sent as receipt of application.

Business Vendor Booths range in cost from \$500-\$5,000 depending on the type of business, placement, and space of activation. Non-profits will be considered at reduced rates.

BUSINESS VENDOR AREAS FOR THE 2018 SUMMER FEST

Main Stage, Plaza de Cesar Chavez:	Friday, Saturday & Sunday
Salsa Stage:	Saturday & Sunday

**Additional Business Vendor space may become available depending on Fest planning*

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 Summer Fest. 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 Summer Fest. San Jose Jazz maintains the right to exclusively sell t-shirts and souvenir items related to San Jose Jazz Summer Fest. 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 Fest and to request merchandising changes as deemed appropriate.



TRADEMARK

San Jose Jazz 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 Fest boundaries, any distribution of printed materials, sampling, hawking, panhandling or soliciting.

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.

SPACE FEE

Business Vendor space is 10'x10'. Vendors are responsible for all their own equipment including booth structures. NO ELECTRICITY will be provided for business vendors unless prearranged for an additional \$100. No percentage of sales will be taken from Business 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. Prices are determined by location, size and product.

RESPONSIBILITY

San Jose Jazz, Labadie Productions, Filco and their employees and boards of directors will not be held responsible for any deprecation 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.