



2024 SAN JOSE JAZZ SUMMER FEST

Homemade Craft/Art Vendor Policies and Procedures

APPLICATION PROCEDURE

To apply for a Homemade Craft/Art space, fill out the online application. Once your application is confirmed the team will send you a virtual invoice. No booths will be held without payment.

Space is limited. Applications and space allotments are made with these considerations: First-come, first-serve upon completed application, approval from the vendor coordinator and full payment received. Preference is given to returning vendors and merchandising considerations (for example, we allot 10% of Handmade Craft/Art 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 2024 Festival. Applications will be processed as received, and a letter of acceptance or decline will be sent as receipt of application. For 2024 only online applications will be accepted.

For 2024 our outdoor stages will be located at Cesar de Chavez Park & Park Avenue.

Jay Paul Company Main Stage at Plaza de Cesar Chavez.....Friday, August 9-Sunday, August 11

PG&E Park Avenue Latin Tropical StageFriday, August 9-Sunday, August 11

Goods & Wares

10x10 \$400
10x20 \$750

Handmade Craft/Art

10x10 \$350
10x20 \$700

CORNER BOOTH ADVANCE REQUEST

10x10 \$450
10x20 \$850

For vendors that apply after July 1, booth prices increase by \$50.

VENDOR COORDINATOR

Zach Waldren, vendors@sanjosejazz.org, 925-819-2667

ELECTRICITY

All retail vendors must supply their own power and lights for the event without using a gas generator per city of San Jose laws. **No electricity** will be available for Goods & Wares or

Handmade Craft/Art vendors. There are many battery pack options available at Home Depot and Walmart. No gas generators or external generators are allowed to be brought on-site per city of San Jose law.

SPACE FEE

Homemade Craft/Art Vendor space is 10'x10'. Vendors are responsible for all their own equipment including booth structures. No percentage of sales will be taken from Homemade Craft/Art 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 an additional 2' on at least one side for additional merchandising.

If you request a corner booth, you will be charged an additional \$50 fee for placement. If you use space to store or sell your merchandise outside of the square footage of the space you purchased, you will be asked to break down or be charged an additional fee for the space on site.

INSURANCE

It is necessary that all food & retail vendors have liability insurance to participate in Summer Fest 2024. If you do not have insurance, San Jose Jazz has arranged for a "Tulip" policy for the three day event. A vendor can pay to be included in this policy. If you do not participate in the "Tulip" event policy, you will be required to provide a COI listing SJSF as additional insured prior. COI must be received by July 19, 2024.

CANCELLATION POLICY

In order to qualify for a refund, cancellation requests must be received in our office in writing no later than 5:00 pm on July 19, 2024. Refund checks will be processed 30 days after the closing date of the 2024 Festival. There will be no refunds given for cancellations after July 19, 2024.

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 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 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 & BREAKDOWN

Each vendor is responsible for the condition of their contracted space during and after the event. Vendors are not allowed to leave the area until the festival grounds are closed, which is 30-45 minutes after the last act has played on any of the three stages.

FLYERS

SAN JOSE JAZZ

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, Tailored by Design, Filco Events 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. Homemade Craft/Art Vendors will receive 2 wristbands per day per booth. Additional wristbands can be purchased at a special vendor rate of \$20 per ticket per day. Your needs must be advanced through our Vendor Coordinator.

PARKING

San Jose Jazz does not provide parking for vendors.