

2024 SAN JOSE JAZZ SUMMER FEST



Food Vendor Policies and Procedures

APPLICATION PROCEDURE

To apply for a Food Vendor space, fill out the 2024 Summer Fest Food Vendor application form online. A notification of receipt of application will be emailed to the vendor after we receive a completed application, then a letter of acceptance or decline will be sent to invite your payment and bind the agreement between San Jose Jazz and the food vendor. Once notified of acceptance into Summer Fest, the Vendor Coordinator will facilitate a virtual invoice payment to secure your space.

Space is limited and applications and space allotments are made with these considerations: first-come, first-serve with preference given to returning vendors. Menu items will be reviewed and approved to maintain a balance of food options. 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 Summer Fest. Applications will be processed on a rolling basis.

VENDOR COORDINATOR

Zach Waldren 925-819-2667

vendors@sanjosejazz.org

A COMPLETE APPLICATION INCLUDES:

Completed 2024 Food Vendor Application, a Santa Clara County Health Permit, or an application to Operate a Temporary Food Facility Application with the appropriate payment made to San Jose Jazz for permits, a COI - Certificate of Insurance which includes SJSF as additional insured or participation in the San Jose Jazz' event insurance policy, pictures of booth (if requested), and full fees paid.

Summer Fest Dates: Friday, August 9-Sunday, August 11, 2024 Jay Paul Company Main Stage, Plaza De Cesar Chavez PG&E Park Avenue Latin Tropical Stage, Park Avenue

Both Stages

Friday—Sunday

10x10 Frontage + 10x10 Cooking
Beverages only

\$1250
\$900

FOOD TRUCKS

Food Trucks (10x20 Space)
Food Trucks (10x30 Space)

Friday-Sunday \$900
Friday-Sunday \$1100

Mobile Food Cart Vendor

Pushcart

Friday-Sunday \$500

CLEANING DEPOSIT

Each food vendor is responsible for the condition of their contracted space during and after the event. A **\$400.00 deposit** is required for each Food Vendor. A **\$200 deposit** is required for each Beverage or Sampling Vendor. The deposit will be processed 60 days after the completion of Summer Fest and will be returned if your booth area is left clean and orderly.

*The Fest Committee reserves the right to adjust pricing for all booths.

Payments will be processed through the Vendor Coordinator via credit card/virtual invoice or by check made payable to San Jose Jazz Summer Fest.

ICE DEPOSIT

Each food vendor is responsible for pre-purchasing ice needed for their contracted service for the event. A **\$8 per 16 lb bag (deposit for the length of the festival)** is required for each Vendor. Additional bags will be available during the festival, but at a higher cost. The deposit will be processed at the time of the selection of your participation.

Payments will be processed through the Vendor Coordinator via credit card/virtual invoice or by check made payable to San Jose Jazz Summer Fest.

TICKETS

San Jose Jazz is a wristband event, with a \$25.00 general admission fee per day. Food Vendors will receive 4 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

There is no Summer Fest parking provided for Vendors. Vendors will be required to find parking at nearby lots.

HEALTH PERMITS

Health permits are required for all Food Vendors.

Health Permit application and payment must be included with application payment.

PERMIT TYPES FOOD VENDOR CATEGORIES	FEE
Risk Category 1 (RC1) Low Risk	• \$123.00
Risk Category 2 (RC2) Moderate Risk	• \$159.00 • \$196 (20x10)
Risk Category 3 (RC3) High Risk	• \$186.00

CANCELLATION POLICY

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 Summer Fest. 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 Summer Fest, and Food vendors may not sell bottled beverages. Limited exceptions are made for squeezed lemonade vendors and other hand-made beverages, per approval by vendor coordinator. Food vendors found selling non-approved food or beverage items may be asked to leave Summer Fest and will forfeit any refund.

TRADEMARK

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

FLYERS

Unless otherwise pre-authorized, San Jose Jazz does not permit, within the Summer 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

Food Vendor space is 10'x10' City approved food booth and 10x10 back cooking area if needed (please specify on your application). Vendors are responsible for all their own cooking equipment. 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 comprehensive 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 prior to July 19, 2024.

ELECTRICITY

Electricity can be provided for Food Vendors at \$100.00 for one (1) 20 amp circuit. This **MUST BE** requested on the application. NO electricity will be added on-site. Some areas may not have electricity. We have a very limited capacity for overnight power, only available if requested in advance. Please notify the Vendor Coordinator.

FIRE DEPARTMENT

All Food booths must meet the requirements of the City of San Jose Fire Department. The spaces and booths that San Jose Jazz provides are pre-approved. All Food Vendors must comply with safety requirements made of San Jose Jazz or San Jose Fire Department on-site. Failure to comply with any

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safety requirement may result in a Food Vendor being closed during the Summer Fest. Any incidents on-site are the Food Vendor's responsibility.

GREEN FEST

Vendors are encouraged to use compostable products during the Summer Fest weekend. Vendors are responsible for locating supplied containers and properly disposing of oil, charcoal, and other waste materials. No plastic bags can be given to festival patrons. No glass containers are to be given.

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.

RESPONSIBILITY

San Jose Jazz, Labadie Productions, Filco Events, Tailored by Design 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.