



Vendor Application

Information Only

August 22, 2009 – August 23, 2009

Event Show Time:

August 22nd – 12:00 p.m. to 9:00 p.m. August 23rd – 12:00 p.m. to 7:00 p.m.

For more information:

Jazz To Be Green, 9253 Hermosa Avenue, Suite B, Rancho Cucamonga, CA 91730

Office: 909 466-4848 FAX: 909 476-0091

www.theultimatejazzfestival.com

E-mail: info@theultimatejazzfestival.com

Fill in below information completely:

Business Name: _____ Your Name: _____

Address: _____ City: _____ State: _____ ZIP: _____

Day Phone: (____)____-____ Evening Phone (____)____-____ Cell Phone (____)____-____

Federal Tax I.D.#: _____

E-mail Address: _____@_____._____

- All signage will be provided by The Ultimate Jazz festival. No outside signage allowed.

Trade Name On Information Only Booth: _____

Type of Information: _____

Please describe previous booth experience at similar festivals or events:

EXHIBIT FEES (Based on Booth Type)

Booth Types and Prices:

- Small Business Information Only Booth Space (10' x 10')\$350.00
- NO BOOTH SHARING
 - INCLUDE THREE PHOTOS OF MERCHANDISE AND/OR BOOTH DISPLAY

Set Up For All Vendors Must Be Completed By 9:45 a.m. on August 22, 2009

Electrical/Water Requirements

Standard event power consists of 110v outlets, 20 amps. Please indicate your TOTAL power needs (defined as maximum amperage used at any given time) for your operation. Additional power requirements may be subject to additional charges based on availability. You will be advised of these charges before acceptance to the event.

Requirements for 220v power WILL require an additional fee.

Please list all appliances and wattage information below:

<u>Appliance</u>	<u>Total Watts</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Included in your Booth Rental Fee is 110v, 20 amp – 2,400 watts.
For additional power please indicate below:**

1. 110v, 40 amp = 4,800 total watts (two 20 amp circuits)..... Add \$100 each _____
(on-site request - \$175.00 cash only)
 2. 220v, single phase 30 amp = 3,000 total watts per phase Add \$100 each _____
(Commercial Grade) (on-site request - \$175.00 cash only)
- **NOTE: Special electrical service, which is not pre-ordered, may not be available. The festival recommends you make every attempt to determine electrical needs when submitting your application. All vendors must have 50 foot, 12-gauge, three-wire extension cord.**

VENDOR FEE SUMMARY

Information Only Booths:

1. See page 1 for price list per 10' x 10' space. Include three photos of merchandise and/or booth display..... \$ _____
 2. \$80.00 refundable deposit. This deposit is required in advance and refunds are based on condition and cleanliness of your booth area upon departure. Submit a separate cashier's check or money order for deposit..... \$ _____
 3. Additional Electrical Drop:
 - 110v, 40 amp (add \$100.00 per additional 110v) \$ _____
 - 220v, single phase 30 amp (add \$175.00 per additional 220v)..... \$ _____
 4. \$15.00 per additional employee per day (not to exceed two). Three employees are included in vendor fee..... \$ _____
 - Employee passes will not be available on-site, full admission price will apply.
- TOTAL AMOUNT ENCLOSED:**..... \$ _____

List all items to be presented below.

- Items not listed will not be authorized for presentation during festival.

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Item: _____

Event Policies and Procedures

Set-Up:

Each vendor space will be pre-assigned and a festival manager will direct each vendor to their designated location upon arrival. Included in the booth rental are (1) 10' x 20' tent with signage, (1) 6' table and (2) chairs. Due to limited space, vendors will not be allowed to exceed their allotted spaces.

SET-UP FOR ALL VENDORS MUST BE COMPLETED BY 9:45 A.M. ON AUGUST 22, 2009.

Parking and Traffic:

Each vendor will be issued (1) parking pass for the designated vendor parking area. All vehicles used for loading and unloading must be removed from the festival area no later than one hour prior to the start of the event... NO EXCEPTIONS. Vehicles parked in any other areas are subject to towing at the owner's expense. Vendors will be notified of the traffic pattern for the event.

Insurance:

All vendors are required to maintain liability insurance in the amount of at least \$1,000,000.00 and to list **Jazz To Be Green, Fairmont Park & Recreations** as additional insured. Insurance certificate must be submitted following acceptance to the festival/event. No vendor will be allowed to set up at the event prior to delivery of an acceptable Certificate of Insurance to **Jazz To Be Green, Inc.**

Event Policies Pertaining To Food Vendors:

Health Inspections: All vendors will be required to meet State and County health regulations and Serve Safe requirements regarding food temperatures, cross contamination, booth cleanliness, hand washing and washing of utensils used in food preparation. The vendor coordinator reserves the right to stop food sales of any vendor he deems not to be operating in a safe manner.

Grease and Gray Water Disposal: A designated location will be provided near the vendor set-up area for the disposal of grease and gray water. Each vendor will be required to remove all grease and gray water produced by their operation **TO THIS LOCATION ONLY.** Under no circumstances will grease and water be allowed to be poured upon concrete or pavement, on grass, or into storm drains on site. Any violation of this policy will result in loss of cleaning deposit, close-down, ejection from the event and possibly prosecution by city authorities.

Availability of Ice On Site: Ice will be available for purchase at an allocated location. You will be contacted during set-up to review the purchase procedure. Ice purchases will be **cash only**.

Vendor Waste And Trash:

"ALL" vendors are responsible for keeping their area neat, clean and free of loose trash, wrappers, napkins, flyers or other refuse generated by their operation. Trash receptacles will be provided in the vendor area. However, vendors should plan on having sufficient trash bins and bags for internally generated trash, as well as, trash from serving counter. Each vendor is responsible for collecting and bagging trash from within their booth and from the front serving area of their booth. Un-bagged or loose trash left by any vendor after break-down may result in assessments against that vendor's cleaning deposit.

Beverage Sales By Vendor:

Alcoholic beverages **WILL NOT** be sold by any vendors. Any vendor violating the beverage policy will forfeit their cleaning deposit as a fine and not be allowed to participate in future events.

Fire Extinguishers:

Each food vendor is required to have a recently inspected and approved fire extinguisher in your location.