

INTERNATIONAL



## 2010 Vendor Application Package

Temecula Valley International Jazz Festival  
27315 Jefferson Ave. J-231  
Temecula CA, 92590

2010

TEMECULA, CA

# Temecula Valley international Jazz Festival

Saturday July 10, 2010 Art Faire

## Vendor Application & Information Packet

Thank you for your interest in becoming a Vendor at this years' Temecula Valley International Jazz Festival. The following should serve as basic information concerning the rules and requirements. We cannot accept personal or company checks. Money orders or cashier's checks only will be accepted. Included in your booth fee is an 8 ft. table and 2 chairs. You must provide your own pre-approved tent/ canopy that must fit within the space allotted, or rent one of ours. Food booths must meet the Health Department requirements.

**IMPORTANT RESTRICTIONS:** The selling of water is prohibited. The selling of T-shirts of ANY KIND or any item that displays the words "Temecula Valley International Jazz Festival", or with the festival logo is prohibited. If you are found selling any of the restricted items the Festival Committee will close your booth and you will forfeit all monies paid. Approximately six weeks before the festival you will receive your contract with booth assignment along with any other instructions. If you have any questions, please contact Jane Laskin at (951) 678-2517.

All vendors must obtain a city license at Temecula City Hall. Food vendors must also obtain a license from the Riverside County Health Department located at **Department of Public Health** Health Administration Building 4065 County Circle Drive Riverside, CA 92503 (951) 358-5000

We suggest you do this prior to June 15<sup>th</sup>. Please submit this booth application online or by mail your money order or Cashiers Check made payable to **Musicians Workshop – please put. 2010 TVIJF Vender in the memo line.**

**NOTE: All food booths MUST BE SELF CONTAINED – Electric and Water NOT provided by TVIJF.**

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## TVIJF '10

### Vendor Rates

All applications will be accepted on a first come first serve basis. We have limited vendor space, and have non-competing/exclusive vendors participating.

10' x 10' Food Specialty Booths: **\$750** (a specialty booth is a single item only ie: popcorn, shaved ice)

10' x 20' Full Food: **\$1450**

TVIJF Art Faire: All items must be hand crafted ONLY. No retail of store, warehouse or 3<sup>rd</sup> party items allowed in the TVIJF Art Faire

10' x 10' Art /Jewelry / Info: **\$400**

10' x 10' Commercial / Corporate: **\$900**

10' x 20' Commercial / Corporate: **\$1400**

No Booth Sharing Allowed.

ALL vendors must have **proof of insurance** with Musicians Workshop, TVIJF included as additionally insured on your policy. We must have proof of insurance provided to TVIJF and signed off on by June 24, 2010.

Vendors will be selected on a first come first serve basis. You will receive your confirmation or returned funds by June 25, 2010.

The TVIJF dates and hours for 2010 are as follows:

- Set-up is on Friday July 9<sup>th</sup> by 4:00 p.m.
- Main Festival Set-up Saturday July 10, 2010 from 9:00 a.m. to 1:00 p.m.
- Food vendors must be in place by 1:00 p.m. on Saturday July 10, 2010.
- Specialty vendors must be in place by 2:00 pm on Saturday July 10, 2010.
- ALL vehicles MUST be removed by 2:00 p.m.
- Tear down will be on Saturday July 10, 2010 at \*11:00 p.m.

(\* This may vary depending on the weather, events held in the TVIJF, and crowds.)

Vendor Application TVIJF '09 cont'd.

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Spaces are available in 10' x 10' and 10' x 20' increments. By participating in the TVIJF as a FOOD vendor you agree to pay an \$85 (by separate Money order) fee for Clean-up. Additional space will be sold in 10-foot increments.

No stakes or pegs of any kind are allowed to be driven into the blacktop. Sandbags work best to hold down tents. You are responsible to secure your tents and provide your own sandbags as needed.

**No exhibitor/concessionaire will be allowed to set up if the space to be occupied has not been paid in full by June 29, 2010.**

Any questions or concerns please contact Jane Laskin at 951-678-2517

### **Temecula Valley International Jazz Festival Important Vendor Info:**

#### **Set Up/Tear Down**

Friday July 9, 2010 at 2pm with vehicles removed by 4:30p. You may leave your items overnight (security provided). Set-up on Saturday begins at 8:00am through 1:00 p.m. **Food vendors must be in your space by 1:00 p.m. on Saturday July 10, 2010, or you will forfeit your space.** ALL vehicles must be removed by 2:00 p.m.

Upon arrival, before setting up, please check in for proper placement of your rental space. Every effort will be made to help you as quickly as possible and we thank you for your patience. Any exhibitors forced to arrive late should notify Jane Laskin at 951-678-2517 immediately to guarantee space. Tear down will be Saturday July 10, 2010 at \*10:00 p.m.

#### **Licensing**

All food and beverage providers **MUST** be licensed and comply with state and local health regulations prior to the festival. **Contact the Health Department by June 14, 2010.**

Riverside County Health Department located at **Department of Public Health** Health Administration Building 4065 County Circle Drive Riverside, CA 92503 (951) 358-5000, or Sky Canyon Dr. Murrieta, CA 92563.

#### **Maintenance**

You are responsible for cleaning the tables and grounds under and immediately surrounding your tent or trailer continuously during the entire event. All concessionaires who are cooking with grease are responsible for proper disposal of the grease. Food vendors must pay a separate cleaning fee of \$85. All deliveries must be made before 12:00 p.m. No vehicles are allowed on Main Street after that time.

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## **Tax Information**

**You must have a California State Sales Tax Number** along with a reseller license.

## **Security**

The TVIJF is not responsible for the security or protection of the property and merchandise of exhibitors and concessionaires. Each exhibitor and concessionaire should take precautions to avoid theft or damage to such property.

## **Local and National Fire Codes**

Fire lanes identified along the festival grounds shall remain open at all times for emergency apparatus. High-pressure cylinders, including LP Gas cylinders shall be securely fastened to prevent tipping. At least one 40-B:C rated fire extinguisher is required for all food vendors and where flammable or combustible liquids are used, stored or dispensed. Minimum fire extinguisher requirements for all other vendors in every tent, canopy and temporary membrane structure are as follows: 200 to 500 sq. ft.; One 2-A:10-B:C, 501-1,000 sq. ft; Two 2-A:10-B:C.

## **Insurance Requirements for All Vendors**

The EXHIBITOR/CONCESSIONAIRE shall indemnify and hold harmless Musicians Workshop, the Temecula Valley International Jazz Festival, The Garrett Group, Tierra Alta LLC, and The CITY OF TEMECULA and its agents, employees and volunteers from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from (i) the conduct or management of the Premises or of any business therein, (ii) any act, omission, or negligence of the EXHIBITOR/CONCESSIONAIRE or the partners, directors, officers, agents, employees, invitees or contractors of the EXHIBITOR/CONCESSIONAIRE (iii) any accident, injury or damage whatsoever occurring in or at the Premises. EXHIBITOR/CONCESSIONAIRE hereby expressly indemnifies The Temecula Valley International Jazz Festival and The CITY OF TEMECULA for the consequences of any negligent act or omission of The Temecula Valley International Jazz Festival and The CITY OF TEMECULA, its agents, employees, and volunteers, unless such act or omission constitutes gross negligence or intentional misconduct.

EXHIBITOR/CONCESSIONAIRE shall maintain occurrence based Commercial General Liability Insurance or equivalent form with a limit of not less than **\$1,000,000.00 each occurrence**. If such insurance contains a general aggregate limit, it shall apply separately to this agreement or be no less than two times the occurrence limit. **Additional Insured Verbiage must read: Musicians Workshop, The Temecula Valley International Jazz Festival and The CITY OF TEMECULA and the redevelopment Agency their officers, officials and employees are named as Additional Insured with respect to Insured's participation in The Temecula Valley International Jazz Festival on July 9, 10, 11, 2010.**



## VENDOR APPLICATION

(Please Print or Type only)

Business Name: \_\_\_\_\_ Your Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email address: \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ SOC. SEC. # \_\_\_\_\_

California Re-Sellers License: \_\_\_\_\_

\*important: a valid California Re-Sellers License is required for ALL vendors. Applicants who do not submit their license will not be considered.

Type of Vendor: 10' x 10' food    10' x 20' food    jewelry    art    other

Do you have your own **pre-approved** Tent?    Y    N    Will you need to rent  
ours?    Y    N

Please describe your product: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### ALL APPLICATIONS MUST BE ACCOMPANIED WITH PHOTOS OF PRODUCT AND BOOTH

By signing this agreement I promise that all information is true, and we accept all terms and conditions of this agreement including Hold Harmless clause.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**No Applications will be accepted after June 25, 2010**

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