

CITY OF GARDNEA
14TH ANNUAL JAZZ FESTIVAL
SUNDAY, AUGUST 28, 2016 ~ 11:30 am – 7:30 p.m.
www.gardenajazzfestival.com

**PLEASE READ THIS INFORMATION SHEET CAREFULLY BEFORE SUBMITTING
CRAFT VENDORS**

Please complete the following pages

- 1. Vendor Application 2. Booth location price sheet 3. Merchandise Sheet
*with photos of your merchandise and booth setup***

- Each application must be approved by the City of Gardena before payment will be accepted.
- All completed applications must be emailed to Jazzfestivalvendors@ci.gardena.ca.us
- Once your application is approved you will be allowed to select your space and pay your fees. Space selection will not be allowed without payment.
- Vendors will be considered by their uniqueness and quality of merchandise as well as set-up and prior positive involvement.
- Gardena residents and businesses are given first priority.
- Applications from returning vendors who violated any of our policies or did not return the required evaluation form may NOT be accepted.
- All Vendors **must** have a regulation 10' x 10' tent (no domes, angled tents).
- All vendors must keep their merchandise in their allotted 10 x 10 space. Extra space is available for a fee and with prior permission only.
- Set-up of tent and space is encouraged on Saturday 8/27/16. Further set-up information will be provided at time of approval.
- All Vendors must be set-up and ready to sell by 9:30 a.m. and **must** stay open until the festival is over.
- The selling of any beverage, umbrella or anything that is not listed on your vendor application, is prohibited.
- The City is not responsible for any property damage or personal inventory of any and all vendors.
- Upon approval of your application, you will receive an acceptance letter via email with other Festival information. See application for deadlines and fee deadlines.
- Approved vendor applications with fees that remain unpaid after one weeks of date notification will be voided and moved to the bottom of the waiting list.
- Fees increase for applications received after June 20, 2016.
- You **MUST** attend the **MANDATORY VENDOR MEETING ~ July 23rd at 9:30 am, July 25th at 9:00 am or July 25th at 7:00 pm**. Please select which day and time you will be attending.