

**CITY OF GARDENA**  
**14TH ANNUAL JAZZ FESTIVAL**  
**SUNDAY, AUGUST 28, 2016**  
**11:30 am – 7:30 p.m.**  
**[www.gardenajazzfestival.com](http://www.gardenajazzfestival.com)**

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

- Each application must be approved by the City of Gardena before payment will be accepted.
- 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 23<sup>rd</sup> at 9:30 am, July 25<sup>th</sup> at 9:00 am or July 25<sup>th</sup> at 7:00 pm**. Please select which day and time you will be attending.

**CRAFT VENDOR APPLICATION**

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Business \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Vendor booth spaces are 10’ deep by 10’ wide. Please attach a diagram of your proposed set up showing dimensions of your tent. One parking space per vendor booth –

(Vehicle Make & Model \_\_\_\_\_ Vehicle License plate \_\_\_\_\_)

Fees are for the space location only! Fees DO NOT INCLUDE tents, tables, electric or chairs. Payments must be made with a money order or a cashier’s check or check made payable to “City of Gardena”.

The Vendor is an independent operator, and through this agreement no agency, partnership or joint venture relationship is created with the City of Gardena Jazz Festival. The Vendor, its owners, employees, or other agents shall not represent themselves as representatives of the City of Gardena Jazz Festival. Vendor shall not enter into any contract or other agreement which would cause the City of Gardena Jazz Festival to be liable in any way with any other party, including, but not limited to, manufacturers, Vendors, or other suppliers, etc. Vendor shall hold the City of Gardena Jazz Festival harmless from any cost or any other liability it may incur with the production of merchandise. The City of Gardena Jazz Festival makes no representation nor guarantees regarding actual festival attendance, nor makes any representation of potential financial success or failure.

**LIABILITY RELEASE FORM**

Any and all participants in the City of Gardena Jazz Festival at all times shall relieve, indemnify, protect and save parade board members, officers, agents, and employees of the City of Gardena Jazz Festival, the City of Gardena harmless from any and all claims and demands, actions, proceedings, losses, liens, cost, judgments, civic fines, and penalties of any nature in regard to or resulting from the City of Gardena Jazz Festival, including, but not limited to, expenses incurred in legal actions, death, injury, or damage that may be caused directly or indirectly by: (1) any operation conducted by the City of Gardena Jazz Festival; (2) any failure by parade committee, its employees, agents, sub lessees, invitees, licensees, or failure by the City of Gardena Jazz Festival to comply or secure compliance with any terms or conditions set by the City of Gardena, and unsafe or defective conditions in or on the city of Gardena property while being utilized by the City of Gardena Jazz Festival officers, agents, volunteers and employees.

**I agree to the rules stated. I understand that all promotion of my items must take place within the confines of my booth. I understand that there are no refunds. City of Gardena Jazz Festival reserves the right to refuse booth space based on event guidelines. If these guidelines are not upheld, my booth will be closed immediately and my funds will not be refunded.**

Print Business Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

# FOOD VENDOR APPLICATION

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

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Every Vendor is responsible for supplying their own tent. The City of Gardena is not responsible for any lost or stolen items. All tents must be set up and ready to open by 10:00 a.m. All vehicles must be in a marked parking stall or legally parked on the street by 9:00 a.m.

All payments must be made at or mailed to the City of Gardena (Nakaoka Community Center), 1670 West 162<sup>nd</sup> Street, Gardena, Ca 90247. **No payments will be accepted on the day of the event.**

If you have any questions please call the City of Gardena Recreation Division at 310-217-9537 or email Pauline Moses (Food Vendors) at [pmoses@ci.gardena.ca.us](mailto:pmoses@ci.gardena.ca.us).

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