

Information Sheet

2018 Gardena Jazz Festival

STEP ONE

All Festival Vendors please read the following guidelines prior to application submission:

All Vendors must only sale items/merchandise listed on their Inventory Sheet.

The Festival reserves the right to order the removal of any vendor and their merchandise, who violates the guidelines or whose merchandise for sale is not that which was represented by this contract, with no refund or allotment to vendor.

Festival Day and Hours

Sunday, August 26, 2018 - 10:00 a.m. – 7:30 p.m.

We will begin accepting application on Monday, May 7, 2018

Vendor Information:

1. All Vendors are encouraged to setup on Saturday, August 25th – 12:00 pm – 4:45 pm – you must be out of the venue by 5:00pm.
 - a. Secure your tent by anchoring it down with water bottle and/or spikes
 - b. Secure your merchandise by covering it with canopy cover or tarp
 - c. We are **NOT** responsible for missing or stolen merchandise however we do have security onsite.
2. All Vendors will be allowed to enter the venue on Sunday, August 26th beginning at 8am. Only one vehicle per vendor at a time.
3. Once inside the venue if you need to unload, please pull your vehicle to your designated spot, unload, and before unpacking or setting up your tent please park your vehicle in the vendor parking area.
4. You must display the parking pass on your rear-view mirror when parked at the festival. Vehicles without a pass may be sited by GPD.
5. Upon entering the festival everyone in your vehicle must have their wristband on their wrist. **Not in their hand**
6. **You must stay open the entire event** Vendors may not leave prior to the end of the festival; if you do so, you are considered in breach of this agreement and will not be invited back to the festival.
7. All person 2 years and up must have a wristband to enter venue.
8. You must complete the wrap-up form and return via email or mail to me, not returning wrap-up form may cause privileges to participate in other Gardena events.
9. Smoking, vaping or electronic cigarettes is only allowed in designated areas.
10. Your Gardena Jazz Festival Approved Vendor sign must be visible at ALL TIMES.
11. Absolutely no umbrellas or water are to be sold or given away at the festival

12. Everything you have must fit under your 10 x 10 space unless you paid for additional space.
13. **ADDITIONAL SPACE does not mean an additional 10 x 10 space. There is a space limit to your paid extra space. Please tell us how much space you are desiring before paying for this amenity.**
14. **Absolutely no saving spaces for your friends and family in the venue.** Meaning you CANNOT put down blankets, chairs or plastic tarp etc. to save a space for you, your workers or someone coming to the festival. Anyone working or entering with you prior to gates open and are seen doing this will be IMMEDIATELY REMOVED FROM VENUE and your next vendor participation will be denied.
15. Vendors are only allowed 4 wristbands total (2 wristbands with purchase of a vendor space and you are allowed to purchase 2 additional by Friday, August 24th) No additional wristbands will be sold on Saturday, August 25th or Sunday, August 26th.
16. No alcoholic beverages permitted in the Gardena Jazz Festival Venue.
17. You must be ready to open by 9:30am – gates open at 10:00am
18. Reminder you can only sale the merchandise listed on our application
19. Vendors must exit and enter through the vendor entrance with your wristbands clearly visible. Staff, Security and GPD have the right to search coolers, bags etc. that you bring into the venue.
20. Once parked You will **NOT** be allowed to exit during the event due to safety and stack parking.
21. Remember; if you encounter a situation or you feel there is something we need to be made aware of please do so. Are goal is for you to make money have an enjoyable experience and enjoy the day!
22. You are responsible for your merchandise and making of change and credit card transaction for your customers.
23. As a reminder we have an ATM available near the restrooms/south entrance.
24. Stack parking is used, please park in the space that you are asked on the day of the event.
25. Unfortunately, if you must cancel you will not be given a refund.

STEP TWO

After reading and understanding the rules and regulations set forth by the City of Gardena and the Gardena Jazz Festival and you can adhere to them you must:

1. Complete and submit the **Vendor Application Form** via email (**ONLY**) – No signature required at the time of submission. Once you pay for your booth signature will be taken at that time.
2. Complete and submit the **Inventory Sheet**.
3. Complete the **booth price fee** sheet. Select three different options for your booth location. Map (not to scale) located on website. Space selection not guaranteed.

4. Scan and submit your photos of the following:
 - a. Booth Set up – just a booth setup from a past event
 - b. A few photos of merchandise you will be selling
 - c. If you have a photo of the ADDITIONAL space needed please submit that as well.

STEP THREE

You will receive **response via email** from the Vendor Coordinator that you have been approved to participate as a vendor. Please bring a printed copy of the email from the Vendor coordinator and your fees to the Nakaoka Community Center. We accept cash, check or credit card (no two-party checks (Make checks payable to City of Gardena – no checks accepted after July 30, 2018)).

At that time, you will select your booth location and pay for your booth in full. After paying for your spot you will also select which mandatory vendor meeting you will be attending. You must have a representative at the vendor meeting. At the vendor meeting you will receive your wrist bands and parking pass.

Send all questions and concerns to Jazzfestivalvendors@cityofgardena.org

You must attend one of the dates below.

Mandatory Vendor Meeting Dates:

All Meetings will be held at the:

Nakaoka Community Center

1670 West 162nd Street, Gardena 90247 – 310.217.9537

Saturday, July 28 @ 8:30 am or

Monday, July 30 @ 8:30 am or Monday, July 30 @ 7:00 pm