

# REGISTRATION Information 2018 Gardena Jazz Festival

## STEP ONE

### **All Festival Food Vendor Registrants must read and agree to the following guidelines:**

All Vendors must only sale items/merchandise listed on their product 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. All vendors must abide by the rules of the Los Angeles County Health Department.

***Festival Day and Hours – Sunday, August 26, 2018 - 10:00 a.m. – 7:30 p.m.***

***All vendors must submit a \$100 maintenance deposit which is refundable after your area is clean and inspected.***

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

### **Vendor Information:**

1. All Vendors are encouraged to setup on Saturday, August 25<sup>th</sup> – 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 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. You will be allowed to enter on Sunday, August 26<sup>th</sup> beginning at 8am
3. Your vehicle must be out of the food court by 9:30 a.m. Please pull up to your vehicle unload, and then park your vehicle in the vendor parking area.
4. You must display the parking pass in your vehicle window when parked at the festival at all times. Vehicle without a pass will be sited by GPD.
5. Everyone in your vehicle must have their wristband on their wrist and not in their hand when coming into the venue.
6. **You must stay open the entire event and have enough food to sell. Vendors may not leave prior to the end of the festival; if they do so, they 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
8. You must complete the wrap-up form and return via email or mail to me
9. Smoking is only allowed in designated areas.
10. Your Gardena Jazz Festival Approved Vendor sign must be visible at ALL TIMES.
11. Absolutely no sodas 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 in the additional space. **There is a space limit to your paid extra space.**
13. **Absolutely no saving spaces for your friends and family in the venue**

14. Vendors are only allowed 4 wristbands total (2 with your booth and you may purchase 2 additional).
15. No alcoholic beverages permitted in the Gardena Jazz Festival
16. You must be ready to open by 10:00 a.m. – gates open at 10:00am
17. Reminder you can only sale the merchandise listed on our application
18. Vendors must exit and enter through the vendor entrance. You will NOT be allowed to exit during the event due to safety and stack parking.
19. 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!
20. You are responsible for your merchandise and making of change for your customers.
21. Stack parking is used, please park in the space that you are asked on the day of the event.
22. Unfortunately if you must cancel you will not be given a refund.

## STEP TWO

1. Fill out and submit the Food Vendor Application Form
2. Download and submit your photos of the following:
  - a. Booth Set up
  - b. Merchandise you will be selling

## STEP THREE

When you receive your of approval from the vendor coordinator you may come to the Nakaoka Community Center to pay for your booth, sign your application and select your booth location. **Make checks or money orders payable to “City of Gardena” – no checks accepted after July 21, 2018.** After paying for your booth you must also select your mandatory vendor meeting that you will attend. At the mandatory vendor meeting you will receive your wrist bands and parking pass, one pass per vendor. You **MUST** have representation at the vendor meeting.

Send all questions and concerns to [jazzfestivalvendors@cityofgardena.org](mailto:jazzfestivalvendors@cityofgardena.org)

### **Mandatory Vendor Meeting Dates:**

#### **All Meetings will be held at the:**

Nakaoka Community Center

1670 West 162<sup>nd</sup> Street, Gardena 90247 – 310.217.9537

Saturday, July 28 @ 9:00 am or

Monday, July 30 @ 9:00 am or Monday, July 30 @ 7:00 pm