



DEPARTMENT of RECREATION & HUMAN SERVICES

1670 WEST 162nd STREET / GARDENA, CALIFORNIA 90247-3734 / WWW.CITYOFGARDENA.ORG / PHONE (310) 217-9537

INFORMATION SHEET 2019 Gardena Jazz Festival Vendors

Festival Day and Hours

Sunday, August 25, 2019 - 10:00 a.m. – 7:30 p.m.

We will begin accepting application on Monday, May 6, 2019

STEP ONE

Please read the following guidelines prior to application submission:

These guidelines will be enforced, and refunds will not be provided if they are not followed.

Attendance Required:

As an **approved** vendor you will be required to attend a Mandatory Vendor Meeting. Please review dates and make sure you are available to attend one of the following dates prior to applying:

Date	Time	Location
Saturday, July 27, 2019	8:30 AM	Nakaoka Community Center 1670 W. 162 nd Street, Gardena 90247
Monday, July 29, 2019	8:30 AM	Nakaoka Community Center 1670 W. 162 nd Street, Gardena 90247
Monday, July 29, 2019	7:00 PM	Nakaoka Community Center 1670 W. 162 nd Street, Gardena 90247
Saturday, August 10, 2019* *If needed	8:30 AM	Nakaoka Community Center 1670 W. 162 nd Street, Gardena 90247

Merchandise:

1. All Vendors must only sell items/merchandise listed on their Inventory Sheet.
 - a. The Festival reserves the right to order the removal of any vendor and their merchandise, who violate the guidelines and/or if the merchandise for sale is not listed in the inventory log, with no refund or allotment to vendor.
2. The sale or “give away” of umbrellas, water, or any other beverages is not allowed at the festival.
3. You are responsible for your merchandise and the making of change and credit card transaction for your customers.

- a. ATM will be available near the restrooms/south entrance, if needed.
4. All Merchandise must fit under your 10 x 10 space unless you paid for additional space.
 - a. Additional space is available at an additional cost. Please tell us how much space you are desiring to purchase before paying for this amenity. You can only purchase a maximum of five (5) additional feet.

Set-Up:

1. All vendors **must** set-up on Saturday, August 24th between 12:00 pm – 4:45 pm and be out of the venue by 5:00pm. Initial set-up will not be allowed on Sunday, August 25th.
 - a. Secure your tent by anchoring it down with water bottles 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. Security will be on site.
2. Your Gardena Jazz Festival Approved Vendor sign must be visible at ALL TIMES.

Event Information and Parking:

1. All Vendors will be allowed to enter the venue on Sunday, August 25th beginning at 8am. **Only one vehicle per vendor at a time.**
 - a. You must be ready to open by 9:30am – gates open at 10:00am
 2. 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 designated vendor parking area.
 3. Vendors are only allowed four (4) wristbands total (two (2) wristbands with purchase of a vendor space and two (2) available for purchase. Additional wristbands will be sold prior to Friday, August 23rd.) **No additional wristbands will be sold on Saturday, August 24th or Sunday, August 25th.**
 - a. Upon entering the festival everyone in your vehicle must have their wristband on their wrist (**not in their hand**).
 - b. All person two years and up must have a wristband to enter venue.
 4. Absolutely no saving spaces for your friends and family in the venue.
 - a. Vendors and/or their assistants CANNOT put down blankets, chairs, or a plastic tarp, etc. to save a space for festival attendees. Anyone seen doing this prior to gates opening will be IMMEDIATELY REMOVED FROM VENUE and your next vendor participation will be denied.
 5. Vendors must exit and enter through the Vendor entrance with their wristbands clearly visible. Staff, Security and the Gardena Police Department have the right to search coolers, bags, etc. that you bring into the venue.
 - a. No alcoholic beverages are permitted in the Gardena Jazz Festival Venue.
 6. You must display the parking pass on your rear-view mirror when parked at the festival. Vehicles without a pass may be cited by the Gardena Police Department
 - a. Once parked you will NOT be allowed to exit during the event due to safety and stacked parking.
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7. **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.
8. Smoking, vaping or electronic cigarettes are only allowed in designated areas.

Required Reporting:

1. You must complete the wrap-up form and return via email or mail to Jazz Festival Vendor Coordinators (jazzfestivalvendors@cityofgardena.org).
 - a. Forms are due to our office no later than September 30, 2019.
 - b. Failure to provide information may prevent you from participating in future City events.

STEP TWO

After reading and understanding the rules and regulations set forth by the City of Gardena and the Gardena Jazz Festival Committee you must:

1. Complete and submit the **Vendor Application Form** via email to Jazzfestivalvendors@cityofgardena.org. (**ONLY**) – No signature required at the time of submission. Payment & signature will be collected once approved.
2. Complete and submit the **Inventory Sheet**.
3. Complete the **Booth Price Fee** sheet. Map (not to scale) located on website.
4. Scan and submit your photos of the following:
 - a. Booth set-up (photo of booth setup from a previous event)
 - b. Merchandise you will be selling

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 1670 W. 162nd Street, Gardena, CA 90247. We accept cash, credit card, or check (no two-party checks (Make checks payable to City of Gardena – no checks accepted after Friday, July 26, 2019).

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. You will receive your wristbands and a parking pass at the Vendor meeting. Send all questions and concerns to Jazzfestivalvendors@cityofgardena.org.
