



**DEPARTMENT of RECREATION & HUMAN SERVICES**

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

## **2021 GARDENA JAZZ FESTIVAL VENDOR INFORMATION SHEET**

### **Festival Date and Hours**

Sunday, August 22, 2021 - 10:00 a.m. – 7:30 p.m.

Applications will be submitted **exclusively online**  
beginning Wednesday, June 23, 2021, at 8am

### **STEP ONE**

#### **Please read the following guidelines prior to submitting an application:**

All guidelines will be strictly enforced, and refunds will not be issued if any of the guidelines are violated.

#### **Attendance Required:**

If approved as a vendor, you will be required to attend one of the following vendor meetings via Zoom. All approved vendors will be required to download the Zoom app on either a smartphone, tablet, or home computer. Please review the dates and time to make sure you can attend one of the following dates prior to applying.

<b>Date</b>	<b>Time</b>
<b>Monday, July 26, 2021</b>	<b>8:30 AM</b>
<b>Tuesday, July 27, 2021</b>	<b>7:00 PM</b>
<b>Wednesday, July 28, 2021</b>	<b>1:00 PM</b>

#### **Merchandise:**

1. Vendors may only sell items/merchandise listed on their Inventory Sheet.
  - a. The City of Gardena reserves the right to order the removal of any vendor and their merchandise, who violate the guidelines or if the merchandise for sale is not listed on the Inventory Log. A refund will not be issued to the vendor.
2. The sale or “giveaway” of umbrellas, water, or any other beverages is not allowed at the festival.

3. Each vendor is responsible for their merchandise and the making of change and credit card transaction for their customers.
4. All merchandise must fit under your 10x10 space. unless the vendor pays for additional space.

### **Set Up:**

1. All vendors will be required to set up their booth/s on Saturday, August 21<sup>st</sup> between the hours of 12:00 pm – 5:00 pm. Initial set up will not be allowed on Sunday, August 22<sup>nd</sup>.
  - 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. Festival staff are **NOT** responsible for missing or stolen merchandise. Security will be on-site beginning Saturday August 21<sup>st</sup>.
2. Your Gardena Jazz Festival Approved Vendor sign must be visible at ALL TIMES.

### **Event Information and Parking:**

1. Vendors will be allowed to enter the venue on Sunday August 22<sup>nd</sup>, beginning at 8 am. **Only one vehicle per vendor at a time.**
    - a. Vendors must be ready to open by 9:30 am. Festival gates open at 10:00 am
  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 will be given two (2) wristbands total.
    - a. Upon entering the festival everyone in your vehicle must have their wristband on their wrist, not in their hand.
    - b. All person two (2) years of age or older must have a wristband to enter the venue.
  4. Saving spaces for your friends and family in the venue is not permitted. Festival attendees will be seated in designated seating areas.
    - a. Vendors, nor their assistants, CANNOT place blankets, chairs, plastic tarp, or any sort of marking to save a space for festival attendees. Anyone seen doing this will be IMMEDIATELY REMOVED FROM THE VENUE and any subsequent Vendor Application for future City of Gardena events will be denied. Refunds will not be issued.
  5. Vendors must exit and enter through the Vendor (North) 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. Alcoholic beverages are not permitted in the Venue (including parking lots).
  6. Vendors must display their parking pass on their car's rearview mirror when parked at the festival. Vehicles without a pass will be cited by the Gardena Police Department.
    - a. Once parked, vendors will NOT be allowed to exit during the event. This is due to safety and stacked parking.
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7. **Vendors must remain open during the entire event.** Vendors may not leave prior to the end of the festival. Vendors that leave before the completion of the event will be considered in breach of this agreement and will not be invited back to any future City of Gardena sponsored events.
8. Smoking, vaping, or electronic cigarettes are only allowed in designated areas.

### **Required Reporting:**

1. Vendors must complete the Event Summary Form and return via email to Gardena Jazz Festival Vendor Coordinator ([jazzfestivalvendors@cityofgardena.org](mailto:jazzfestivalvendors@cityofgardena.org)).
  - a. Forms are due to our office no later than Friday, September 17, 2021.
  - b. Failure to provide information may prevent you from participating in future City of Gardena sponsored events.

**\*Applications will be reviewed and accepted in the order received.**  
**All applications need to include all required documents to be considered.**

### **STEP TWO**

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

1. Complete and submit the **Vendor Application Form** via email to [jazzfestivalvendors@cityofgardena.org](mailto:jazzfestivalvendors@cityofgardena.org) (**ONLY**) – A signature is not required at the time of submission. Payment & signature will be collected if approved.
2. Complete and submit the **Inventory Sheet**.
3. Complete the **Booth Price Fee** sheet.
4. Scan and submit photos of the following:
  - a. Booth set up (photo of booth set up from a previous event)
  - b. Merchandise you will be selling.

### **STEP THREE**

Vendors will receive a response via email from the Vendor Coordinator regarding the status of their application. This email will state whether the application has been approved or denied. Approved vendors will be sent a link to pay their vendor fees online.

At that time, you will select your booth location and pay for your booth in full. After paying for your booth location, you will also select which mandatory vendor meeting you will be attending. Approved vendors that have completed the mandatory training will need to pick up their parking pass and wristbands beginning August 16, 2021 after

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1pm at the Nakaoka Community Center, 1670 West 162<sup>nd</sup> Street. Questions and concerns may be submitted to [Jazzfestivalvendors@cityofgarden.org](mailto:Jazzfestivalvendors@cityofgarden.org).



**18<sup>th</sup> ANNUAL CITY OF GARDENA JAZZ FESTIVAL**  
**RETAIL VENDOR APPLICATION**  
**Sunday, August 22, 2021**

Business Name \_\_\_\_\_ Paparazzi Accessories Affiliation: Yes ☐ No ☐

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

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

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

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

Retail vendor booth spaces are 10' high by 10' wide. Please attach a diagram of your proposed set up showing dimensions of your tent. One parking space per retail vendor booth.

Vehicle Make/Model \_\_\_\_\_ Vehicle License Plate \_\_\_\_\_

**Fees are for the space location only.** Fees DO NOT INCLUDE tents, tables, electricity, or chairs. Payments must be made online at [cityofgardena.org/events](http://cityofgardena.org/events).

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, and 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.

By participating in the City of Gardena's 18<sup>th</sup> Annual Jazz Festival you acknowledge there is an inherent risk of exposure to COVID-19 in any public place where people are gathered. COVID-19 is an extremely contagious disease that can lead to severe illness and death. By participating in the City of Gardena's 18<sup>th</sup> Annual Jazz Festival, you voluntarily assume all risks, hazards, and

dangers arising from or relating in any way with COVID-19 and you hereby waive any and all claims and potential claims against the City of Gardena relating to such risks, hazards, and dangers. Please follow physical distancing, wash/sanitize your hands, and wear a mask to help protect yourself and others. Please stay home if you are experiencing any symptoms associated with COVID-19, as detailed by the Centers for Disease Control. The City of Gardena assumes NO RESPONSIBILITY of injury, situations beyond our control or property damage.

**I agree to the rules stated. I understand that all promotion of my items must take place within the confines of my booth. 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. I understand that there are no refunds.**

Print

Name \_\_\_\_\_

Signature at time of payment \_\_\_\_\_

Date \_\_\_\_\_



# INVENTORY SHEET

**Vendor Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please list all items you will be selling – Items not listed cannot be sold.**

[illegible]

**The Sale of Alcohol, Cigarettes, Cigars, Umbrellas, and Beverages of any kind are not Permitted**

**ANY CHANGES TO THE INVENTORY LIST MUST BE EMAILED TO:**

**JAZZFESTIVALVENDORS@CITYOFGARDENA.ORG**

## 2021 VENDOR BOOTH PRICING

Booth Type Top of the Hill	Booth Description	June 23, 2021 to June 30, 2021	July 1, 2021 to July 31, 2021	After August 1, 2021, (If available)	Corner Space
Information Booth	You will not be conducting any sales out of your booth. Information purposes only.	\$175.00 _____	\$250.00 _____	\$325.00 _____	\$25.00 _____
Retail / Craft Booth	You are a business owner and will be selling items to the public	\$250.00 _____	\$325.00 _____	\$425.00 _____	\$25.00 _____
Non-Profit Organization	Must have a current Federal Non-Profit # _____	\$150.00 _____	\$200.00 _____	\$250.00 _____	\$25.00 _____

### VENDOR INFORMATION

Name \_\_\_\_\_

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

Booth # \_\_\_\_\_

### FOR OFFICE USE ONLY:

Date of Payment \_\_\_\_\_ Receipt # \_\_\_\_\_

Booth Fee \$ \_\_\_\_\_

Corner Space Fee \$ \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_

Staff Initials \_\_\_\_\_