



VENDOR Application, Guidelines & Information

- **New Food Vendors: Food Permit & Vendor Application due by Wednesday, September 2, 4:30 PM for processing.**
 - **All other Vendors, application due by Saturday, September 5.**

Hello Potential Vendors:

We are currently taking applications for Exhibitors and Vendors at the 2015 Freedom Jazz and Art Festival. The festival will be held on Saturday, September 19, 2015. Festival hours will be from 12:00 NOON to 6 PM. Please fill out the application and agreement and return to the Freedom Jazz Festival Committee (FJF Vendors), PO Box 8981, Minneapolis, MN 55408.

Vendors will be selected based on the type of products displayed and sold to insure a variety of information, food and beverages, and to enhance the festival's culturally diverse jazz and art theme based on the heritage of jazz. Vendor experience and participation at other community festivals/festivals will also be taken into account. The final determination of vendors is at the sole discretion of the FJF, Inc. Planning Committee.

Return your completed forms with checks no later than September 5, 2015, to:

**Freedom Jazz Festival Vendors
PO Box 8981
Minneapolis, MN 55408**

Please make sure to include the following items:

- Completed Application (enclosed).**
- Food Vendor Fee: \$100.00 (check payable to *Freedom Jazz Festival* due with application (no refunds after notification of acceptance).**
- Signed *Vendor Agreement* (enclosed).**
- Certificate of Insurance* listing Freedom Jazz Festival as additionally insured.**
- Photo or written description of vending set-up.**

New Food Vendors: If you need a Minneapolis Short-term Food Permit, include:

- A completed food permit application is attached and**
- A check made out to **Minneapolis Finance Department** for the permit fee - \$87.**
- FJF WILL DELIVER AND PROCESS YOUR FOOD PERMIT APPLICATION AND MAIL YOUR ASSIGNED PERMIT CERTIFICATE AND NUMBER. For questions about the application, call 612-673-2080. Do not send the application to the Division of Environmental Health. (Freedom Jazz Festival must submit the application as the Event holder.)**
- Due: WEDNESDAY, September 2, 2015 by 4:30 pm mail pick up for FJF processing AND delivery to the Mpls Division of Environmental Health.**

Include Insurance Information:

Insurance Company Name

Policy Number

- You are required to carry \$1,000,000 in insurance coverage. **Freedom Jazz Festival must be listed as additional insured.****



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Vendor Types:

- Artist Market:** The Freedom Jazz Festival is proud to support our local artists, artisans and entrepreneurs. Between musical performances, patrons always find their way to the Artist Market, where they look forward to appreciating talented artists, seeking information, scouting rare finds and collectible artwork.
- Food and Beverage Market:** Attendees always are seeking great food and delicious treats. FJF reserves the right to limit the number of similar types of food vendors.
 - **The Minneapolis Park and Recreation Board will collect 10% of food vendors' Gross Sales (eg \$500 gross sales @10% = \$50).**
- Community/Nonprofit/Retail/Social Services:** Share information about your organization and services.

If you are interested in being a vendor, please complete the Vendor Application, with payment, page 5 Agreement form and send by Email to vendors@freedomjazzfestival.org or mail to PO Box 8981, Mpls, MN 55408. The Vendor Application Guidelines, Rules and Regulations are attached. The FJF Vendors committee will review your application and notify you if accepted. The Site Map and Space Assignment information will be mailed upon confirmation.

If you have any questions or concerns, please do not hesitate to contact us at: vendors@freedomjazzfestival.org or call (612) 413-0527.

Thank you
FJF, Inc.

VENDORS MUST AGREE TO THE FOLLOWING TERMS:

1. Vendors shall only display or sell in the space designated by festival organizers. Vending space may not be shared, sublet, transferred, or otherwise transferred to a third party.
2. Vendors are required to set up between 9:00 AM and 11:00 AM, be open for business, display, sale of food and beverages by 11:30 AM and during all of the hours of the Festival from 12:00 PM Noon to 6 pm on the day of the event.



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3. Vendors shall only sell items listed in and agreed to in this contract. Food items will be reviewed by the festival organizers and you will be notified of approved items.
4. Compostable paper cups are preferred, then aluminum cans or glass bottles.
5. Food trays, plates, cups, bowls, flatware and any utensil or material provided to the consumer must be made of a compostable or recyclable material.
6. We urge vendors to procure products and supplies only in compostable or recyclable packaging. Any materials which cannot be composted or recycled by the festival must be removed from the site by the vendor. This includes any plastic jugs, bottles, tubs or wrapping.
7. No ice will be provided.
8. No electricity will be provided. If needed, vendors must supply their own generators must be muffled by appropriate means to reduce the sound and placed as directed by festival organizers at a distance of up to 100 feet from the food vendor's booth.
9. All electrical and generators must be up to MN state code in order to be used at the festival.
10. Vendors must keep their area presentable during the festival and clean their area completely before leaving at the end of the festival. Special attention must be taken to prevent oil stains and/or dumping. This type of damage has a particularly harsh impact on the grounds. Failure to comply will result in a citation.
11. FOOD vending vehicles must have plywood or other solid surface under each wheel to prevent turf and tree root damage.
12. Vendors are responsible for compliance with all relevant city and state codes and licenses.
13. FOOD Vendors must have a seasonal or short-term Minneapolis health **food permit**. The number for this permit must be provided to Freedom Jazz Festival no later than September 5, 2015 to participate in the festival. The city of Minneapolis health inspectors will be on site and will ensure that food dispensing guidelines are followed.
14. FOOD Vendors are required to meet all state and local fire codes with regard to propane usage. Failure to pass inspection will cause a vendor to be removed from the event.
15. Food vendors must supply proof of insurance showing Minneapolis Park and Recreation Board (MPRB) as additional insured.
16. **Set up and load in times for the Festival are from 9 am to 11 am on Saturday, September 19, 2015.** This is the only time you will be allowed to drive your delivery vehicles into the Festival area. All vehicles, except food trucks, must be out of the park by 11 am. ALL other vehicles must be removed and parked elsewhere. There is NO reserved vendor vehicle parking on-site.
17. No one will be allowed to drive into the Festival area during festival hours for restocking or for other needs. A small utility vehicle will be available to assist in transporting supplies from the parking area to your site.



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18. Load out times for the Festival are from 6:30 pm to 7:30 pm on Saturday, September 19, 2015. No vehicles are allowed into the Festival area until 6:30 pm and attendees have vacated the area.
19. No music or other auditory programming is to be played from or in vendor areas during the Festival.
20. The Freedom Jazz Festival and MPRB, its organizers, staff, volunteers, assume no responsibility for any financial loss, theft or injury.
21. The Freedom Jazz Festival and MPRB assume no liability in the event of any weather condition that may force the cancellation of this event.
22. Vendors shall fully indemnify and hold harmless the Freedom Jazz Festival and the Minneapolis Park Board from any actions, suit, claims, payment, costs or damages which may be brought against them arising from participation in the Freedom Jazz Festival.

Upon acceptance, this document is a contract between the exhibitor/vendor and the Freedom Jazz Festival for exhibits, information, merchandise or food vending during the Freedom Jazz Festival. All vendors must abide by this contract. Failure to comply with the terms listed above will result in cancellation of your participation in the Freedom Jazz Festival.

Your signature is required on pages 5 and 6, Agreement to be mailed with application materials.

Please keep a copy of your application documents, information materials for reference.

Please complete and RETURN only pages 5 and 6 of the vendor packet with required documents (food permit #, menu, photos and insurance certificate.



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APPLICATION FORM

What	FREEDOM JAZZ FESTIVAL		
Who	Artists, Jazz lovers, Music lovers, General Public of all ages and backgrounds		
When	Saturday, September 19, 2015		
Time	<ul style="list-style-type: none"> ▪ Set up 9:00 AM to 11:00 AM. Ready to open at 11:30 AM. ▪ Clean up by 7:30pm 		
Where	Minnehaha Falls Park Bandstand, 4801 Minnehaha Ave So, Minneapolis, MN		
Vendor Registration Fee	<input type="checkbox"/> \$100 - All vendors - Bring your own 10 x 10 foot tent. <input type="checkbox"/> * Food Vendors: Mpls. Park and Recreation Board will collect 10% of your Gross sales.		
Includes	1 Table (6 foot) and 2 chairs	Expected: 500-800 attendees	
Name of Business, Company, Organization			
Contact Person			
Email		Website:	
Address			
City		ST MN	Zip
Phone #		Fax #	Tax ID #
FOOD VENDORS	Food Permit #	Food truck#	
Please indicate the items and materials to be displayed or sold:			
Information about your business will be included in the program book.			
<ol style="list-style-type: none"> 1. Application receipt and processing deadline is Saturday, September 5, 2015. 2. Certified checks or Money Order accepted as payment. 3. Please arrive between 9 AM – 11 AM to set up or your vendor fee may be forfeited. 4. FJF, Inc, its organizers, Mpls. Park & Recreation Board, and staff is not liable for damaged, lost or stolen items. 5. Please attach a copy of your General Liability Certificate of Insurance naming Freedom Jazz Festival as an ADDITIONAL INSURED. 			
Please complete this form, make check or money order payable and mail to: Freedom Jazz Festival, Inc. PO Box 8981, Minneapolis, MN 55408 OR Register and Pay ONLINE: www.universe.com/freedomjazzfest			
Signature of Authorized Exhibitor/Vendor			Date



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AGREEMENT

By my signature below, I promise the following:

1. That I have read, understand and agree to the terms and contained in this Agreement and the attached Application.
2. That if I am signing as a representative of an organization or business, that I have the authority to bind that organization or business to all of these contractual terms and obligations; and
3. That all of the information I have provided in this Agreement and attached Application is true, correct and complete.

Vendor
Printed Name

Vendor
Signature Date

Mail completed application packet, payment AND pages 5 & 6 of Agreement to:

Freedom Jazz Festival Vendor Manager
PO Box 8981
Minneapolis, MN 55408.

Payments can be made payable to Freedom Jazz Festival, Inc, by

- Certified checks
- Credit/Debit Card, (see application form or entered online at):
- www.universe.com/freedomjazzfest

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Accepted by: _____ Date _____
Vendor Manager, Freedom Jazz Festival, Inc.

Payment Information:

Received: _____
Treasurer:
Accept _____
Return