

INLAND EMPIRE JAZZ EXPERIENCE VENDOR PACKET 2023



North San Bernardino

Labor Day Weekend
September, 2nd - 3rd

I.E. Jazz Experience
At The Arrowhead Country Club
3433 Parkside Drive
San Bernardino, CA 92404-2409

VENDOR APPLICATION

I.E. JAZZ & WINE FESTIVAL & EXPERIENCE-
SATURDAY, SEPTEMBER 2nd - SUNDAY, SEPTEMBER 3rd, 2023
Iejazzfestival.com email: vendor@iejazzfestival.com

Features & Benefits:

As a vendor for the I.E. Jazz & Music Experience, you receive the following:

- Vendor space in our marketplace.
- 2 vendor passes and food vendors 4 passes.

Bonuses from business sponsors

- An interview on our media sponsor BAC Internet Radio & TV Network
- Your business will be added on our BAC TV Network Directory.
- Free admission to one of our Business Networking events at a Friday night networking events.

Booth Guidelines:

Booth space is 10'x10' and food vendors 20' x20'; all vendors are responsible to supply their own canopy booth, tables, chairs or any other equipment to run their booth.

Displays must be professional and attractive, unique and appealing. All items must be self-contained and completely displayed inside booth. If you need additional space, you will be required to rent a second booth.

Health Permits:

Food vendors must comply with all California Department of Food & Agriculture and County of San Bernardino Environmental Health Department and Department of Environmental Health regulations. Food Vendors will complete the San Bernardino Environmental Health Department Operators Agreement and if appropriate, the Declaration of nonprofit donation. The link for health permit <http://wp.sbcounty.gov/dph/wp-content/uploads/sites/7/2018/12/application-for-health-permit-this-applies-to-ceh-lupp-and-mvcp.pdf>

*You will not be able to vend if we don't have it and there are no vendor refunds.

Sellers Permits: Vendors are required to provide copy of California sellers permit.

Electricity and Equipment: You may request electricity. Please note that electricity is limited 15 - 20-amp service per vendor. You **MUST** provide your own, screens, flooring, water source, electrical/extension cords, lighting and Certified fire extinguishers Class 2A-10BC and or Class K for grease or kitchen).

Set-Up: The I.E. Jazz Experience parking permits and credentials will be issued upon approval of application and all fees received. All other vendors must check-in between 8:00 a.m. and 10 a.m. on Saturday, September 2nd, 2023. Due to safety issues, arrivals after 11 a.m., may forfeit any pre-assigned booth location and be assigned an alternate location. Vehicles will **not** be allowed in the Experience area after noon without permission of an Experience official and all vehicles must be removed from Experience grounds and parked in the assigned vendor spaces by 12:00 p.m. • Booths must be completely set-up by 1:00 p.m. Experience doors open at 1:30pm. The Experience requests that all vendor booths remain open until 9:30 p.m.

General Information & Regulations:

1. The I.E. Jazz Experience will proceed as scheduled rain or shine. In the case of substantial rain or extreme weather, the event coordinators may decide to cancel the event and will promptly notify vendors to begin closing and breaking down booths. If the event is cancelled prior to the day of the event, a Committee Planning member will contact the designated contact person on your vendor application. **NO REFUND OR CREDIT WILL BE GIVEN TO ANY VENDOR WHO DECIDES NOT TO PARTICIPATE FOR ANY REASON.**
2. If any vendor is unable to participate in the festival, the vendor is expected to notify the event coordinator (listed above) as soon as possible and no later than Friday, August 29th, 2023 (No refunds will be given).
3. Booths are not to be shared or subleased.
4. Vendors are only permitted to sell merchandise and items listed on the vendor's application that was approved by the I.E. Jazz Experience Committee.
5. Vendors are to dress appropriately, including the wearing of shirts and shoes at all times.
6. Vendors acknowledge that "I.E. Jazz Experience" is not operated by the Arrowhead Country Club.
7. No alcoholic beverages or smoking are permitted.
8. Signage must be neat and professional and must not be oversized to cause obstructions to the other vendors. Coordinators will determine inappropriate signage.
9. Booth assignments will be made on a first-come, first paid and approved basis. However final location of a booth at the events may be changed and will be decided by the coordinators. There is no guarantee on assignments the day of the event.
10. The basic size of a booth is 10'x10', however some additional overflow space may be allowed if needed and approved by the coordinators. All merchandise is

to be displayed within the assigned booth space or it may be necessary to obtain a second booth. Food vendor spaces are 20' x 20'.

11. Booths should be kept neat and clean at all times. The more attractively merchandise is displayed, the better the likelihood of attracting customers and increasing sales. All sales are the responsibility of each vendor. The, "I.E. Jazz Experience" coordinators, affiliated members, volunteers and participants are not liable for any sales and/or levels of profits made by any vendor.
12. Safety of visitors and fellow vendors is a priority. Please be careful setting up, breaking down and connecting electrical equipment. Don't leave anything lying around that can be tipped over or tripped over. Please exercise safety precautions at all times. You will be charged with reimbursing the Phat X, Inc. for any damage you make. All tents and canopies, pop ups and EZ-Up must be secured by weights or bags. NO nails in the ground.
13. All vendors must comply with local health, fire and safety department codes. Participants must be aware of and comply with city code requirements.
14. Security will be on site for the event but is not available for your individual booths or locations.
15. The power will be on only during the event. NO overnight power will be provided. If you need overnight power you must bring your own generator!

Insurance:

Vendors must carry liability insurance and list Brian Cochran Events and the Arrowhead Country Club as additional insurers. The wording should be listed as follows:

Phat X LLC., 600 N. Garey Ave, Pomona, Ca. 91767 and The Arrowhead Country Club, 3433 Parkside Drive San Bernardino, CA 92404-2409, which the Event is located, their directors, officers, agents, servants, and employees are made additional insured, but only in so far as the operations under this contract are concerned.

If you do not have insurance, you may purchase. Call for details.

Vendor Participation Procedure:

1. Complete and sign the application. Please enclose a photo of your booth or detailed description along with a description of the merchandise to be sold (photo will not be returned). 2. Include with application request the booth rental fee. Accepted forms of payments are credit card, debit card, check; money order or cashiers' check made payable to: Phat X, Inc. Cash will only be accepted if provided in person to provide a receipt. NOTE: No refunds will be given if you are not able to participate on the day of the event. Therefore, please make sure you are able to attend. Remember that all spaces will be assigned. Any returned checks will automatically disqualify vendor from participation and all associated bank fees must be paid by vendor. 3. Food vendors must comply with all County Health and Fire Department regulations for San Bernardino County.

HOLD HARMLESS AGREEMENT

I have read and agree to comply with all Policies and Procedures for the I.E. JAZZ EXPERIENCE. I understand that if I do not comply with all policies and procedures I will be expelled from the festival/event and I will not receive a refund of my vendor booth rental. I agree to indemnify and hold harmless Brian Cochran Events, Phat X, LLC. and Arrowhead Country Club- I.E. Jazz Experience. This agreement is between I.E. Jazz Experience and the vendor. No part of this agreement is transferable to another party, including but not limited to the space at the event, including sharing space with an entity other than the one named herein. All participants shall indemnify, defend, save harmless Arrowhead Country Club, I.E. Jazz Experience, Brian Cochran Events, Phat X, LLC. Coordinators/Organizers and employees, as well as, its officers, officials, agents, and employees from any and against any and all claims, demands, lawsuits, penalties or liabilities or liabilities by any name of kind or nature whatsoever, which the Coordinator/Organizers and their employees or Arrowhead Country Club, I.E. Jazz Experience, Brian Cochran Events, Phat X, LLC., its officers, officials, agents, and employees may sustain or incur, or which may be imposed upon them for injury or death of any person, or damage to any property, as a result, of or arising out of, the participant's acts or omissions in connections with the I.E. JAZZ EXPERIENCE. I certify that I am the responsible person referred to in the Vendor Application, and that I am authorized to execute on behalf of the business listed herein and accept legal process on behalf of the business. I also acknowledge that the Policies and Procedures can change at any time and it is my responsibility to check with I.E. JAZZ EXPERIENCE Coordinators for updated changes.

SIGNATURE DATE PRINT NAME, Company and Title Applicant

Application Company

Name: _____

Contact Person: _____
Address _____
Business Phone: _____
Mobile Phone: _____
Email: _____
2nd contact _____ email _____

Choose The Following Category and Space Rental Fees:

Special Discount 50% off Weekend pricing (Expires March 31st)

- Merchandise \$300 [] **\$150 special**
- Non-Profit Agencies \$200.00 [] **\$100 Special**
- Food vendors \$500.00 [] **\$250 Special**
- Electrical \$200 charge per 20-amp service [] **\$100 Special**

Total _____

Forms of Payment Accepted:

- Credit Card or Debit (See Below),
- Square (Over the phone)
- Zelle: Tele or email: _____
- Cash App: Tele, Cash App # or email: _____
- PayPal, PayPal email address: _____

By signing below, you or your organization agree to be a vendor/participant for the I.E. Jazz Experience on Saturday, Saturday September 2nd and Sunday, September 3rd, 2023. Due to limited space and planning all payments are due no later than August 29th, 2023.

Printed Name of Vendor _____

Debit and Credit Card- (a 4% service fee will be added to credit card payments manually processed)

Credit Card (Visa/Mastercard etc....) _____
Name on Credit Card _____
Credit Card Number _____ Ex Date _____
CVV number on back of card _____

Address (where credit card statement is mailed)

State _____ City _____ zip code _____

Authorized Signature: _____ Date: _____

COMPLETE LIST OF ITEMS/MERCHANDISE FOR SALE if necessary (please attach a complete list)

APPLICATION CHECKLIST:

INCOMPLETE APPLICATION, SUBMISSIONS AND PARTIAL PAYMENTS WILL NOT BE ACCEPTED OR PROCESSED.

[] Completed Application.

[] Booth Space Rental REQUIRED IN FULL WITH APPLICATION.

[] Description of items for sell.

[] A photo of the booth is required for all food vendors.

[] California Sellers permit. if you do not have one you can register online at

<http://www.boe.ca.gov/info/reg>.

[] Proof of insurance-Proof of Full endorsements is required. Additional insured language and sample of full endorsements (Brian Cochran Events, Phat X and the Arrowhead Country Club) attached Correspondence email to

vendor@iejazzfestival.com