

## ARTISAN VENDOR APPLICATION

The application process will close on:  
**April 30, 2019**

# MONTCLAIR JAZZ FESTIVAL

SATURDAY AUGUST 10, 2019

PRODUCED BY  
JAZZ HOUSE KIDS®



**SATURDAY, AUGUST 10, 2019**  
**12PM-9PM**  
**NISHUANE PARK, MONTCLAIR, NJ**

Thank you for your interest in applying to be an artisan vendor at the 2019 MONTCLAIR **JAZZ** FESTIVAL produced by JAZZ HOUSE **KIDS** on Saturday, August 10, 2019 at Nishuane Park in Montclair, New Jersey.

### HOW TO APPLY

Please complete the electronic application found at [www.montclairjazzfestival.org/vendors](http://www.montclairjazzfestival.org/vendors) OR complete and mail the application below to JAZZ HOUSE **KIDS**, Attn: Vendors, 347 Bloomfield Avenue, Lower Level, Montclair, NJ 07042.

**APPLICATIONS MUST BE RECEIVED AT THE OFFICE OR SUBMITTED ELECTRONICALLY BY TUESDAY, APRIL 30, 2019 at 5:00pm.**

**Please note:** Submission of an application does NOT guarantee that you will be accepted as an artisan vendor. In order to provide our attendees with a curated marketplace experience, all vendor applications will be reviewed by a committee. Selections will be made with the intent to offer a wide variety of curated artisan work and avoid, as much as possible, any overlap. Selected artisan vendors will be notified of their invitation to participate by May 15, 2019.

### REQUIREMENTS

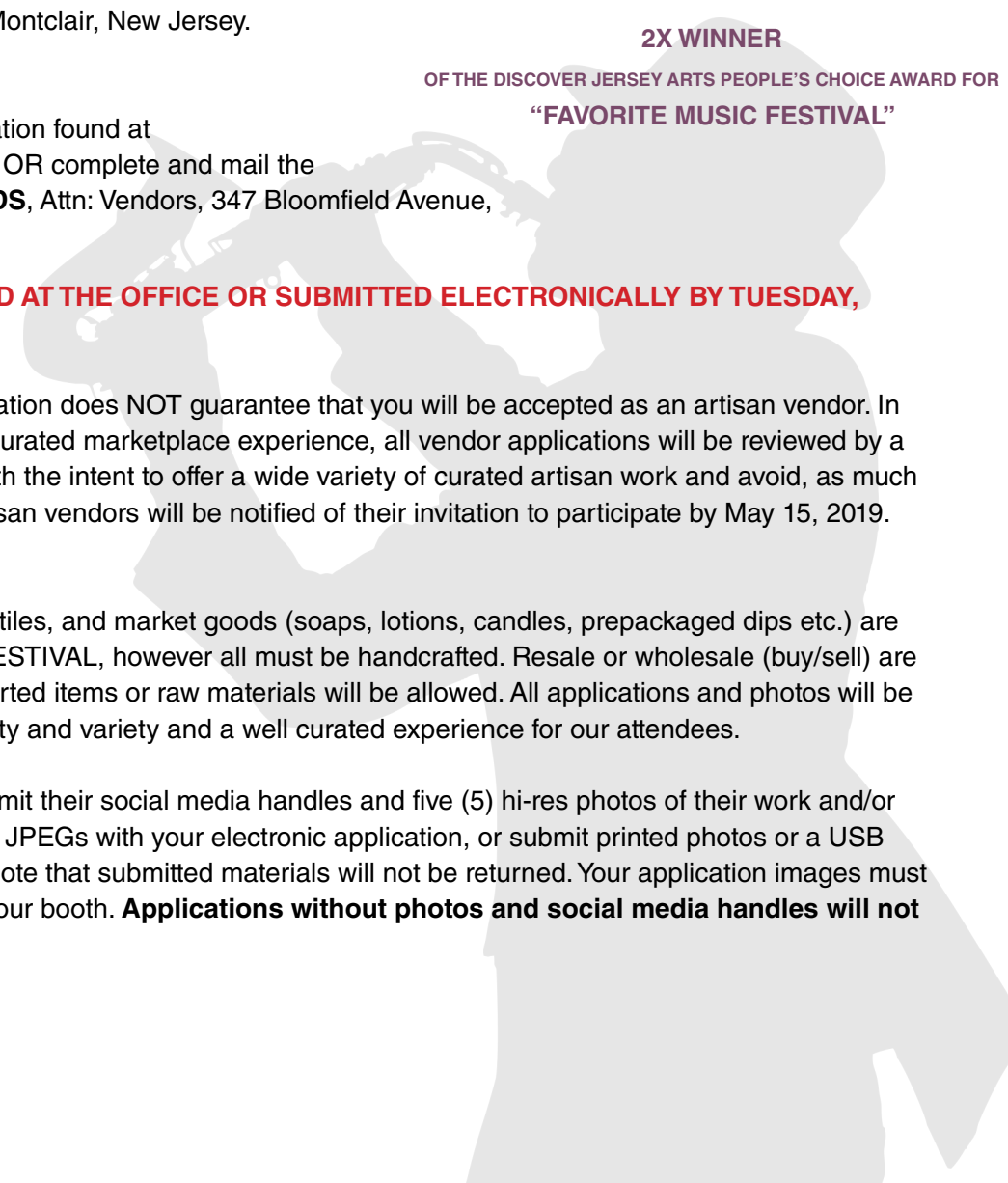
All art, crafts, jewelry, photography, textiles, and market goods (soaps, lotions, candles, prepackaged dips etc.) are welcome at the MONTCLAIR **JAZZ** FESTIVAL, however all must be handcrafted. Resale or wholesale (buy/sell) are not permitted. No manufactured, imported items or raw materials will be allowed. All applications and photos will be reviewed by committee to ensure quality and variety and a well curated experience for our attendees.

All artisan vendors are required to submit their social media handles and five (5) hi-res photos of their work and/or booth. You may send digital images as JPEGs with your electronic application, or submit printed photos or a USB flash drive – please NO CDs. Please note that submitted materials will not be returned. Your application images must represent what is going to be sold in your booth. **Applications without photos and social media handles will not be considered.**



**2X WINNER**

OF THE DISCOVER JERSEY ARTS PEOPLE'S CHOICE AWARD FOR  
"FAVORITE MUSIC FESTIVAL"



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### FEES AND PERMITS

- Artisan Vendor Participation Fee \$200
- Refundable Security Deposit \$100
- Peddler's License \$25
- Certificate of Insurance

### BENEFITS OF PARTICIPATION

- Exposure to an estimated 10,000 attendees
- Your own 10'x10' space to sell your products
- Your business name and logo listing on the vendor page of montclairjazzfestival.org
- A shout-out as a vendor on the MONTCLAIR JAZZ FESTIVAL social media pages
- An extensive marketing campaign focused on the MONTCLAIR JAZZ FESTIVAL Artisan Marketplace

Every year the MONTCLAIR JAZZ FESTIVAL garners extensive local, regional and national coverage. Our media partners include Montclair Local, WBGO Radio, *JazzTimes*, Baristanet, Hot House Jazz and *Montclair Times*, resulting in over 1.3 million media partnership impressions. We send 20+ targeted email blasts to our own base of over 11,000, in addition to dedicated emails blasts that generate over 335,000 impressions. Most impressively, our annual spot with the New York Times exposes our festival to an audience of 2.3 million. JAZZ HOUSE KIDS is currently active on 8 social media platforms. We will promote your participation in our festival on Instagram, Facebook, Twitter, and on montclairjazzfestival.org, our popular website. Additionally, your business will be listed in our signature, 128 page MONTCLAIR JAZZ FESTIVAL commemorative program book, distributed to over 7,500 and on select print materials distributed throughout the community. Our festival is enriched by the presence of outstanding vendors, and we look forward to including you in our 10TH ANNIVERSARY MONTCLAIR JAZZ FESTIVAL Produced by JAZZ HOUSE KIDS® marketing.

### IMPORTANT DATES

- |  |                 |
|--|-----------------|
| • Application Deadline                     | April 30, 2019  |
| • Selected Vendors Notified                | May 15, 2019    |
| • Fees, Permits, + Paperwork Due           | June 14, 2019   |
| • MONTCLAIR JAZZ FESTIVAL 10th Anniversary | August 10, 2019 |

For questions and more information, please contact Annette Batson, Artisan Vendor Coordinator, at annettebatson@gmail.com. Please visit [www.montclairjazzfestival.org](http://www.montclairjazzfestival.org) or call 973-744-2273 for general information.

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## ARTISAN VENDOR GUIDELINES AND AGREEMENT

1. All vendors are provided with a 10' x 10' outdoor space and the space is to be used only by the contracted vendor. Vendors must provide their own setup equipment, including tents, tables, chairs, displays, etc. Vendors must dress/drape all tables and signs/menus must be professional and attractive (no hand-written cardboard and magic marker, please). A canopy is required. All vendors are set-up on grass or baseball diamond clay and vendors are responsible for securing their booth properly with stakes and weights (20+ pounds per leg is recommended) for the safety of attendees, staff, and other vendors. If the rental of a canopy, tables, or chairs is required, please contact JAZZ HOUSE KIDS.
2. All inventory and display materials must be contained within the space you have requested. Stored inventory and crates must be out of public view. You may not expand into the aisles or beyond the space for which you contracted. Please set up your booth accordingly.
3. Artisan vendors may only sell the items listed on their application. All additions must be submitted in writing and approved at the discretion of festival staff no later than July 12, 2019, four weeks before the festival. Artisan vendors found selling unauthorized items will forfeit their security deposit.
4. JAZZ HOUSE KIDS is the exclusive bottled water seller at the festival. No vendors will be permitted to sell bottled water. WATER SALES WILL BE STRICTLY ENFORCED. If vendors attempt to sell bottled water, they will forfeit their security deposit and risk being shut down.
5. All vendors must provide a certificate of insurance (COI) naming JAZZ HOUSE KIDS as additionally insured. Certificates must be received with the vendor payment no later than June 14, 2019. Failure to submit a COI will result in the cancellation of the vendor agreement, return of vendor fee, and forfeit of the offer to participate in the MONTCLAIR JAZZ FESTIVAL.
6. All vendors must apply for a Montclair Township Peddler's License through the MONTCLAIR JAZZ FESTIVAL. Forms and payment (checks made out to Township of Montclair) should be submitted to JAZZ HOUSE KIDS no later than June 14, 2019. JAZZ HOUSE KIDS will sign and bring all Peddler's License applications and payments to the Township for processing. Failure to submit the application for a peddler's license will result in the cancellation of the vendor agreement, return of vendor fee, and forfeit of the offer to participate in the MONTCLAIR JAZZ FESTIVAL. Notwithstanding the foregoing, by signing this agreement, all vendors shall indemnify and hold harmless the MONTCLAIR JAZZ FESTIVAL, JAZZ HOUSE KIDS, and all its organizing members from any and all fines, litigation or other penalties based upon the lack of a permit or an improper permit.
7. Setup will begin at 8:30am and each artisan vendor must be set up and fully operational by 11:00am on the day of the event.

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8. Each vendor is permitted one (1) vehicle to drive into the park for setup and will be given one (1) parking permit for an adjacent street. All vehicles must be removed from the park grounds to the designated vendor parking area no later than 10:00am. Vendors will be notified by festival staff and safety officials when it is safe to bring vehicles back onto the park grounds at the completion of the festival. Vendors driving vehicles onto the park grounds after 10:00am or before being given the all-clear at night will forfeit their security deposit and risk being reported to the Montclair Police Department.
9. All vendors are required to remain onsite and operational for the duration of the festival. Any vendor who breaks down or closes early will forfeit their security deposit. Please plan your inventory accordingly.
10. Clean-up will begin around 9pm or after the final headliner has performed and the park lights are turned on. No vending will be permitted after this time and spaces should be vacated no later than 1.5 hours after the park lights are turned on.
11. All vendors are responsible for removing garbage and recyclables from their space throughout the day and at the end of the festival. Sites with remaining garbage will forfeit their security deposit. Dumpsters will be available on site for disposal.
12. Generators are not permitted in the vendor area. If access to electricity is needed, please submit your needs in writing to Jennifer Verdonck, Festival Director, at [jverdonck@jazzhousekids.org](mailto:jverdonck@jazzhousekids.org).
13. Professional behavior must be exhibited at all times. We reserve the right to remove any vendor, without a refund, who is behaving unprofessionally, inappropriately or illegally, at our discretion. Vendors are not permitted to bring spray streamers (e.g., "Silly String"), noise-producing caps, or anything visually representative of a weapon to the event site. Anyone selling or using these items will be immediately removed from the event. No music may be played in the vendor area.
14. Vendors will be asked to provide JAZZ HOUSE **KIDS** with a high-resolution logo, a link to their website, and all social media handles for promotional purposes.
15. While we provide 24-hour security with both the Montclair Police Department and a privately contracted company, please keep in mind that we cannot be responsible for damage, theft or loss of vendor's work, personal property or display materials. In the case of a park evacuation, vendors retain sole responsibility for their property.
16. MONTCLAIR **JAZZ FESTIVAL** shall not be held liable for any damages and/or injuries to any event attendee incurred by any vendor while on the event site. Without limiting the foregoing, all vendors shall indemnify and hold harmless MONTCLAIR **JAZZ FESTIVAL** and JAZZ HOUSE **KIDS**, its officers, employees, agents and volunteers from any liability for any injuries or damages sustained by vendors, their agents or employees or injuries or damages sustained by any customers, guests or invitees at the festival.

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17. The MONTCLAIR JAZZ FESTIVAL will be held rain or shine. There is no rain date. We would never force a vendor to set up in severe or dangerous weather, but we do expect all vendors to be at the festival ready to set up if the weather changes. It is at the discretion of the vendor to cancel their appearance, but no refund of vendor fees will be offered if you choose not to appear (security deposits will be returned). In extreme conditions or an act of God, the festival may be cancelled by the Montclair Police Department before the festival starts, in which case refunds of vendor fees will be offered to vendors who are on site. In the case of a pause in the festival or temporary evacuation of the park, no refunds will be offered. If the festival is canceled by the Montclair Police Department at any point after the festival has started, no refund of vendor fees will be issued (security deposits will be returned).

**Applications must be received at the office or submitted electronically by Tuesday, April 30, 2019 at 5:00pm.**

If selected to participate, all fees, permits, and insurance must be received by June 14, 2019 or the offer will be rescinded. All vendor fees are non-refundable in the event of the vendor’s cancellation or the vendor’s breach of this agreement.

**BY COMPLETING AND SIGNING THIS APPLICATION, I AGREE TO THE VENDOR GUIDELINES AND AGREEMENT OUTLINED ABOVE.**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Website \_\_\_\_\_

Social Media Handles

Facebook \_\_\_\_\_

Instagram \_\_\_\_\_ Twitter \_\_\_\_\_

Other \_\_\_\_\_

Please attach a description of your business and the items you intend to sell as well as at least five (5) high resolution pictures of your booth setup and close-ups of your products. Applications submitted without photos will not be considered.



This application was distributed by:

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Want to connect with other crafters and vendors, get the inside scoop on shows, and see even more events - join the [Crafter's Guide Facebook group](#)

Contact us today! At:

**Crafter's Guide**

609-846-8051

[craftersguide@comcast.net](mailto:craftersguide@comcast.net)

