

SEABREEZE JAZZ FESTIVAL

2017 Vendor Application

Aaron Bessant Park | Panama City Beach, FL | April 20-23, 2017

Company Name: _____

Applicant Contact Name: _____

Address: _____

E-mail: _____

Alternate E-mail: _____

Phone: _____ Alternate Phone: _____

Please specify the types of products that you sell: Include a menu if you are a food vendor. Photos would be helpful.

PLEASE NOTE THERE IS A 25% COMMISSION ON ALL GROSS SALES, CITY, and STATE TAXES TO PAY. No unapproved items. Final menu and pricing will be due 3/1/2017 for vendors who receive an acceptance letter.

ABSOLUTELY, NO SUB LEASING OF SPACES, APPLICANT MUST BE ON SITE WITH THEIR BOOTHS

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Booth Size :

Craft 10ft x 10ft -\$250_____

Craft 20ft (frontage) x 10ft- \$500 _____

Food 10ft x 10ft (space in provided tent, basic 120 V electrical) - \$1000_____

Food 20ft x 20ft (space in provided tent, basic 120 V electrical) - \$1500_____

Food Truck (fully self contained) - \$1000 _____ For food trucks total length including tongue_____

- We will provide a 120 V (15 Amp) Standard Electrical Connection without charge to vendor.
- Will you require more electricity than the provided 120 (15 Amp) Connection?
YES / NO
- Power fees are as follows, please indicate which you require:
20 Amp = \$200.00 per outlet_____ 30 Amp RVplug= \$250.00 per outlet _____
50 Amp RV plug= \$500 per outlet _____

Vendors using electricity must bring 125 feet of extension cord. This Includes RV Connections. Seabreeze will provide minimal bistro lights under tent, if vendor desires brighter lighting they must bring lighting with them. Initial _____

Vendors must supply Seabreeze Jazz Festival with a list of electrical items that they will be using in their booth and the number of amps required per item by March 1st, 2017.

Seabreeze Jazz Festival | 1306 Bay Drive, Santa Rosa Beach, FL 32459

Phone 850 267 3279 | Fax 850 231-1775 | email: Renee@seabreeze.fm

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Important Dates For Vendor Applicants

- **February 1st, 2017 by 12am CST (Midnight)-----Application Deadline**

[Submitting an application DOES NOT guarantee acceptance for the Seabreeze Jazz Festival 2017]

- **February 15th, 2017-----** 2017 Vendor Acceptance letters will be EMAILED to Vendors selected for 2017 from The Seabreeze Jazz Festival
- All of Following are due by **March 1st, 2017 by 12am CST (Midnight)**
 - 1) Proof of Insurance (Liability and Automobile)
 - 2) FULL PAYMENT of Application fee and electricity fees
 - 3) Vendor menu/ product list with pricing factored including TAXES and COMMISSION
 - 4) List of electrical items to be used in their booth indicating amperage required per item

Menus received after March 1st will incur a \$100 late fee. Booth Rental payment after March 1st will also incur a \$100 late fee. If both Menu and Payment are late the total in late fees to be added will be \$200. Any Changes made to pricing or menus after original submission to the Seabreeze Jazz Festival will incur a \$5 fee per item or price. **If Menu and Full Payment (including late fees) are not received by March 8th, 2017 then the Vendor will forfeit their opportunity to participate at the Seabreeze Jazz Festival 2017 and their accepted application will be voided for 2017. No payment will be accepted after 3/8/17, no exceptions. Initial _____**

- **Set Up Dates:** Tuesday, April 18 , 2017 (12PM - 5 PM)
Wednesday, April 19, 2017 (9:00 AM – 3:30 PM)
- **Take Down Dates:** Monday April 24th, 2017 (8am-1pm), Payment available at 11am. Checks can mailed upon request, booth inspection will be required prior to vendor's departure.

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Seabreeze Jazz Festival Vendor Rules & Regulations

Festival DATES & TIMES

April 19-23rd, 2017

Doors open: Thursday & Friday VIP 3:30pm & General Admission 4pm / Saturday & Sunday VIP 9:30am & General Admission 10am

Show ends: 10:30pm All Dates

Vendor Check in and Setup Hours:

Tuesday, April 18 , 2017 12PM - 5 PM

Wednesday, April 19, 2017 9:00 AM – 3:30 PM

*****All vendors are required to have their booth set up by 3:30 PM on Wednesday April 19, 2017. At 3:30pm Vendors will be asked to exit the field and remove their cars from inside the Venue. No cars are allowed to drive onto the field to restock or unload after this point. All restocking must be done by hand cart.**

Thursday April 20th, 2017 vendors must attend Cashless System Training with Intellitix staff at a time TBA.

*****In Order to set up Vendor Liability Insurance and Auto Insurance for vehicles being driven onto the field must be on file with the Seabreeze Jazz Festival**

Vendors are required to be operational:

Thursday, April 20th, 2017: 3:15 pm- 10:30pm

Friday April 21st, 2017: 3:15 pm- 10:30pm

Saturday April 22nd, 2017: 9:15 am- 10:30pm

Sunday April 23rd, 2017: 9:15 am- 10:30pm

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More on Vendor Check In and Set Up:

Vendors will be assigned a specific space at the event as selected by festival management based on size and electrical requirements. All vendor vehicles must be in the vendor parking lot and cleared from the festival grounds by Wednesday 4/19 at 3:30pm. No vehicles will be allowed inside Thursday, Friday, Saturday, or Sunday. Hand carts only. Any vehicle that is inside the festival grounds at that time or parked anywhere other than the designated vendor parking area will be towed at the vendor's expense. Overnight security will be provided beginning on Tuesday April 18, 2017 at 5pm. Vendors are not allowed to have golf cart/gator/four wheelers or like vehicles inside the festival grounds during the event operating hours. **NO VENDORS MAY SLEEP OVERNIGHT IN RV'S WITHIN THE VENUE OR IN THEIR VENDOR LOCATIONS. PLEASE MAKE ACCOMODATIONS ELSEWHERE.**

WEATHER

The festival will take place rain or shine. Please keep up-to-date on weather reports and plan your attire and preparations accordingly. **No Returns, Exchanges, or Refunds**

Vendors will be required to scan In at gates and bags will be searched

- Vendors must comply with General Festival Rules on Festival Entry and Security Searches: Please See seabreezejazzfestival.com to reference what items are prohibited and non-prohibited, Limit one bag per person and all bags are subject to search.
- **No Coolers, No exceptions. No outside food or drink allowed**
- ANY VENDOR CAUGHT CONSUMING OR SELLING ALCOHOL IS GROUNDS FOR EVICTION WITH NO REFUND

The Seabreeze Jazz Festival is a cashless event *** Zero Tolerance Policy

Vendors are **REQUIRED** to make all sales using the Intellipay Cashless System, payment **ONLY** using wristbands in the form of cashless JAZZBUCKS. **Any vendor found taking cash or credit card as payment will be asked to leave immediately and will forfeit all sales to date. No Cash Registers will be allowed in booth spaces.**

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Cashless CONTINUED

Seabreeze Jazz Festival will provide you with a cashless terminal to conduct sales at the event. No Cash tips are allowed. We are a completely CASHLESS event.

All sales will be done by wristband through Intellipay. Vendors will receive log in information from Intellitix to access sales reports for their booth for the weekend online. Checks to all Vendors will be compiled and distributed at Inspection and Checkout on Monday April 24th, 2017 beginning at 11am. Checks can be mailed on request, but Vendors must have their booth space checked for cleanliness by a Seabreeze Staff Member. Before departure, all trash and debris must be taken to the Gold Reserve Area Dumpster by vendor and the area must be free of grease and oil dumps. You will receive the net payment after deductions are made for the 25% Festival commission and the City, County, and State Sales Tax are made. All taxes due by vendors are paid by the Seabreeze jazz Festival with the deducted tax amount. **Vendors will be receiving a W-9 Form to fill out and a 1099 form from the Seabreeze Jazz Festival for Federal Income Tax Return Filing Purposes.**

I _____ have read the information above on the Cashless system. I am aware that if I take any form of cash and/or credit card payment for services at the Seabreeze Jazz Festival for any product or service I will be asked to leave immediately and forfeit all rights to all revenue collected during at my booth for the weekend. Your location will be closed and your equipment available for pickup on Monday morning during checkout and inspection.

_____ sign _____ date

In the Case that Eviction Occurs

If Vendor Eviction occurs, Carter Broadcasting, Inc, WILL RETAIN 100% OF ALL SALES TO DATE. NO MONEY IS REFUNDABLE.

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Vendor Passes are allocated as following:

10x10 Craft Vendor Booth: receives TWO (2) 4-Day Vendor armbands and TWO (2) Vendor Parking Passes.

10x20 Craft Vendor Booth: receives FOUR (4) 4-Day Vendor armbands and TWO (2) Vendor Parking Passes

Food Trucks: receive SIX (6) 4-Day Vendor armbands and THREE (3) Vendor Parking Passes

20x20 Food Vendor Booth: receive EIGHT (8) 4-Day Vendor armbands and EIGHT (8) Vendor Parking Passes

10x10 Food Vendor Booth: receive SIX (6) 4-Day Vendor armbands and THREE (3) Vendor Parking Passes

Up to FOUR (4) additional vendor parking passes may be purchased at \$50 each and up to EIGHT (8) additional Vendor wristbands may be purchased at \$150 each (PLUS TAX AND FEES).

Seabreeze Will Be Providing Vendors With:

- 1 table and 2 chairs per Vendor booth (any extra tables or chairs Vendors may require will need to be brought by the Vendor themselves)
- Designated Space under Tent (As specified in Vendor Application PG 1)
- Limited Lighting Supplied
- Vendor Parking Passes and Vendor Wristbands Specified by booth size.

All vendor items must remain within the vendor space under tent, including signs and chairs

Vendor Wristbands

Vendors will have VENDOR wristbands and are required to wear them on their

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Vendor Wristbands Continued

wrists. Anyone found without wristbands will be asked to leave the event. The Vendor wristband is only for the use of you accessing the venue to run your booth. It is forbidden for vendors to set up seating in the field to watch the show. You are welcome to enjoy the event but you must do so from your booth. **Any vendors or people wearing vendor wristbands who are found sitting in the attendee seating area or roaming without permission are grounds for eviction from the event.** Vendors and staff are **NOT ALLOWED** to set up chairs in the concert area prior to gates opening. We will also not allow you to set your chairs up and leave them unattended for a later use. **Chairs left in the concert areas will be removed by the event staff and not returned.**

Insurance and Inspection Requirements

Each vendor is required to furnish Carter Broadcasting, Inc dba Seabreeze Jazz Festival, with a certificate of insurance with proof of coverage at a minimum of \$1,000,000 combined single limit general liability coverage naming Carter Broadcasting Inc dba Seabreeze Jazz Festival , as additional insured. Proof of Automobile and Workers' Compensation coverage with minimum of \$100,000 combined single limit is required as well. Failure to provide proof of insurance will result in a 50% loss of application fee and no admittance into the event .Food Trucks/vendors also need to send a copy of a recent Health inspection certificate

Vendors must follow all city, county, state and federal laws to include any licenses or permits needed to operate during the event.

Vendor Parking Location

Vendors may park either in the general festival attendee parking, or in the Designated Vendor Parking lot Next to the Gold Reserve Parking

Food Safety & Food Vending Booths

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-Food vendor areas will be inspected nightly for proper food storage and cleanliness. Vendors who do not store foods safely, will be closed down and forfeit their proceeds. Food Safety is a must!

-Food Trucks must check out with a Seabreeze Staff Member every night before leaving the venue so that an inspection of cleanliness and food safety can be made. If Vendor does not wish to check out in person each night, then the Food Truck must be left unlocked so that Seabreeze Staff can perform the necessary nightly inspection. A cell phone contact number for food truck vendors must be supplied in case we need to contact you regarding your truck inspection.'

- Food vendors refer to: http://www.floridahealth.gov/environmental-health/food-safety-and-sanitation/_documents/preventfoodcon.pdf for food safety guidelines

- WE DO NOT GUARANTEE PRODUCT EXCLUSIVITY - WE DO RESERVE THE RIGHT TO DENY ITEMS IF WE FEEL THE CATEGORIES ARE TOO OVER REPRESENTED.

Vendor Booth Take Down and Check Out

Vendors may begin taking their booth spaces down after the close of show on Sunday night at 10:30pm. Take Down and removal of items from booth space MUST BE COMPLETED by 1pm on Monday April 24th, 2017. Cars and vehicles will not be able to enter the festival Venue to pack items directly into until 8am Monday morning. Any take down that is done Sunday Night must be hand carted back to your vehicles. All vehicles must be removed from venue grounds by 1pm on Monday. All trash and debris must be taken to the Gold Reserve Area Dumpster by vendor and the area must be free of grease and oil dumps. Vendors must have their booth area inspected by a Seabreeze Staff Member and Vendor must fill out a W-9 Form and submit it before payment is distributed. **Initial**_____

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Seabreeze Jazz Festival 2017 Craft Vendor Bazaar Specs

*** Food Vendors will be located in a different section of the Venue and will receive information on their placement at set up & Check in. Placement is based on power needs.

