

Important Dates For Vendor Applicants

- **Friday January 10, 2025 by 11:59pm CST**-----Application Deadline

[Submitting an application DOES NOT guarantee acceptance for the Seabreeze Jazz Festival 2025]

- **Friday January 24, 2025**----- 2025 Vendor Acceptance letters will be EMAILED to Vendors selected for 2024 from The Seabreeze Jazz Festival
- **Monday January 27, 2025 8:00am CST**----- BOOTH SPACE PURCHASING OPENS

Log onto the Seabreeze Vendor Portal and click “purchase booth space” to add a booth to cart and make your payment.

- All of Following are due by **Friday February 7, 2025 by 11:59pm CST**
 - 1) Proof of Insurance (Liability and Automobile)
 - 2) FULL PAYMENT of Booth Fee
 - 3) Vendor **Final menu and pricing POS Submission Form** with pricing factored including TAXES and COMMISSION
 - 4) Up to date W-9 Form

Menus received after **February 7th** will incur a \$100 late fee. 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 February 7th, 2025 then the Vendor will forfeit their opportunity to participate at the Seabreeze Jazz Festival 2025 and their accepted application will be voided for 2025. No payment will be accepted after 2/7/25, no exceptions.**

SEABREEZE JAZZ FESTIVAL

THE ULTIMATE WEEKEND OF SMOOTH JAZZ

- **April 4th, 2025:** Vendor must upload list of booth worker names to Convention Force Vendor Portal for Wristband Validation.
 - **VENDOR ACH FORM IS DUE for post event payment.**
- **Set Up Dates: Tuesday April 22nd (9am - 5 PM) and Wednesday, April 23rd, 2025 (9am - 5 PM)** Check in appointment times will be available for vendors to select on sign up for either day.
- **MAIN STAGE SHOW DATES (Vendors must be on site all 4 days):**
Thursday April 24th- Sunday April 27th, 2025
- **Take Down Dates: Monday April 28th, 2025 (8am-1pm),** Check out times will be distributed to vendors TBA. Booth inspection will be required prior to vendor's departure for cleanliness and an accurate 1099 form must be on file with Seabreeze Staff.
- **Payment: Monday May 5th, 2025**

Vendor will receive payment by ACH electronic transfer. Payment will initiate by Monday May 5th, 2025. Please allow 2-3 business days for funds to appear in your account.