



# 2012 – Market Place Application

## YOU PICK YOUR OWN DAYS!

The Jazz Festival runs from **June 22<sup>nd</sup> to July 1<sup>st</sup>** - 10 days!  
Whether you choose one day or ten days, the price is the same!

## YOU CHOOSE YOUR OWN HOURS!

The Marketplace is generally open from 11:00 am to 10:30 pm daily. Hours will vary.

### Application deadline, notification of acceptance and how to apply:

Submit Application to:

Mail/In Person: SaskTel Saskatchewan Jazz Festival  
701, 601 Spadina Cr E  
Saskatoon, SK S7K 3G8  
Fax: 306.934.5014  
Email: [Deneen@saskjazz.com](mailto:Deneen@saskjazz.com)

- Applications and 50% deposit are due by **4PM on Friday, February 24, 2012**
- Vendors will be notified of acceptance into the 2012 Festival marketplace by **4PM on Friday, March 2, 2012.**
- Upon acceptance all vendors must pay the full fee by **4PM on Friday, March 9, 2012.** Upon acceptance and in the event of vendor cancellation, 50%+GST of the total fee will be NON-REFUNDABLE. Fee can be paid by Visa, MasterCard, debit, cash, or cheque (payable to Saskatchewan Jazz Festival, Inc)
- This is an application only, submitting this application does not guarantee acceptance.
- Product and service quality are just some of the methods used to determine vendor acceptance.

### What is Required:

- Description of products for sale &/or menu to be submitted with application.
- A tent is required for all exhibits.
- Tents cannot be larger than 10 x 10 unless otherwise arranged and approved.

### What is Included:

- 10' x 10' of outdoor exhibit space unless otherwise arranged and approved.
- One table and two chairs.
- Power is available. Some restrictions may apply.

For more information contact Office Administrator, Deneen Gudjonson at 306-652-1421 or [deneen@saskjazz.com](mailto:deneen@saskjazz.com)

**2012 SaskTel Saskatchewan Jazz Festival Marketplace Application Form**

Name of Vendor:		
Legal name of Vendor (if different from above):		
Name of contact person:		
Email	Daytime Phone	Cell
Fax		
Mailing Address	City/Town	
Postal Code	Website address (if applicable)	
Past Vendor: <input type="checkbox"/> YES <input type="checkbox"/> NO (if no, please fill in below)		
If not a past vendor, please list the names of events you have previously exhibited in:		

If not a past vendor with the Festival, how many years have you been in business? \_\_\_\_

<p>Check One:</p> <p><input type="checkbox"/> Food Vendor - \$2000 +GST = \$2100.00</p> <p><input type="checkbox"/> Product Vendor - \$750 +GST = \$787.50</p>	<p>Requirements:</p> <p><input type="checkbox"/> One 10' x 10' space (one table &amp; 2 chairs provided)</p> <p><input type="checkbox"/> Two 10' x 10' space - additional fee of \$250.00 +GST = \$262.50</p> <p><input type="checkbox"/> Power Required: _____</p> <p>_____</p>
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**PLEASE ATTACH A DESCRIPTION OF PRODUCTS &/OR MENU YOU PLAN ON SELLING**

Please let us know what days you plan on having your booth open to the public:

All 10 Festival days     All hours

Friday, June 22 Hours: \_\_\_\_\_

Saturday, June 23 Hours: \_\_\_\_\_

Sunday, June 24 Hours: \_\_\_\_\_

Monday, June 25 Hours: \_\_\_\_\_

Tuesday, June 26 Hours: \_\_\_\_\_

Wednesday, June 27 Hours: \_\_\_\_\_

Thursday, June 28 Hours: \_\_\_\_\_

Friday, June 29 Hours: \_\_\_\_\_

Saturday, June 30 Hours: \_\_\_\_\_

Sunday, July 1 Hours: \_\_\_\_\_



The Festival Marketplace is **now** located in Friendship Park, located between the Broadway Bridge and River Landing, and home to main festival free stage site where an estimated 55,000 people take in over 70 hours of free music.

Although music is not always playing, Club Jazz is open each day from 11AM-11PM (except Friday, June 22 – 6PM-11PM and Sunday, June 24 and Sunday, July 1 – 3PM-11PM. Hours are subject to change.

Some food vendors will be expected to stay open during Club Jazz hours of operation.

**Continued on next page**

## TERMS OF CONTRACT FOR VENDOR BOOTHS

1. Location of allotted space will be designated and assigned at the sole discretion of the Saskatchewan Jazz Festival prior to set-up.
2. The Festival will provide a 10' x 10' outdoor exhibit space and one table and 2 chairs unless otherwise requested as per application.
3. The Festival will provide generators or other power source. Some conditions may apply.
4. Vendors are expected to provide their own tent
5. Vendor set-up can start any time after 6PM on Thursday, June 21<sup>st</sup>. We request that all vendors be set-up no later than NOON on Friday, June 22<sup>nd</sup>. Power hook will commence at 2PM on Friday, June 22<sup>nd</sup>.
6. Vendors with trailers must remain in their rental space for the 10 days of the Festival as required by the City of Saskatoon Parks Department. You cannot leave your space for a couple of days and then come back.
7. Vendors are responsible for adhering to all government regulations such as, but not limited to, taxes, business licensing and registration, insurance and public health licensing.
8. The SaskTel Saskatchewan Jazz Festival does not provide access to water for vendors.
9. Vendors must maintain a clean and professional booth at all times.
10. When vendor space is vacated, it must be clear of paper, packing materials or other refuse. Do not discard cartons or packing materials anywhere in the Festival area.
11. Vendors are to provide their own display boards and signage. Do not tape, tack, or otherwise affix any materials or signs to trees, lamp posts or other surfaces on public property.
12. Storage of materials during the SaskTel Saskatchewan Jazz Festival must be confined within the assigned area.
13. For food vendors, you must have a **license to operate** a temporary eating establishment. This license must be posted in your booth during your hours of operation. A license to operate is available through the Saskatoon Health Region, Safe Communities Department-Public Health Services.
14. Food vendors must submit a copy of your **eating establishment license** to the SaskTel Saskatchewan Jazz Festival two weeks prior to the beginning of the Festival.
15. All proceeds from vendor sales belong to the vendor. Vendors are responsible for collecting and remitting any applicable taxes.
16. We do not offer discounts to vendors on: tickets, Festival beverages, food or merchandise.
17. Vendors are to carry their own **insurance** coverage to protect from damage, loss, or theft while participating in the SaskTel Saskatchewan Jazz Festival. The SaskTel Saskatchewan Jazz Festival provides site security only. The SaskTel Saskatchewan Jazz Festival, its partners and volunteers, are not responsible for lost, damaged, or stolen equipment and/or merchandise.
18. All food vendors must have **liability insurance**. Proof of liability insurance must be provided to the SJF office a minimum of two weeks in advance of the festival.
19. Food vendors may sell non-alcoholic beverages from their booth at the Festival. If we have a beverage or product or service sponsor, for example SaskTel, TD, Coca Cola, you will be required to sell that brand and not sell a competing brand.
20. **No alcoholic beverages can be sold at your booth at anytime.**
21. The SaskTel Saskatchewan Jazz Festival encourages all vendors to be environmentally conscious. The use of recyclable bottles/cans, compostable serving containers, compost bins is not required but very much appreciated. We do have containers for recyclable beverage containers throughout the Festival site. Please let us know of any **"green" initiatives** that you may use at your booth as part of this application.
22. We do not allow the use of charcoal BBQ grills. Any on-site cooking must be done with the use of propane BBQ grill.
23. **Food vendors** are responsible to have properly working and up to date inspected fire extinguishers. Please review Codes and Bylaws document for Special Events to make sure you are up to code.

**Payment Options**

**NOTE - 50% deposit will not be processed until application accepted. Balance owing is due Friday, March 9, 2012**

- CHEQUE (made out to Saskatchewan Jazz Festival, Inc - provide 50% deposit with application, will not be cashed until accepted)
- MASTER CARD, # \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_ CSC # \_\_\_\_\_ (3 digits on back of card)
- VISA, # \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_ CSC # \_\_\_\_\_ (3 digits on back of card)

**SIGNATURE AUTHORIZING PAYMENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **TOTAL PAYMENT AMOUNT \$** \_\_\_\_\_

**WAIVER:** I hereby make application for vendor space for sale purposes in the 2011 SaskTel Saskatchewan Jazz Festival. I agree to abide by all the rules and regulations set forth. I assume all risks associated with this event and hold harmless the SaskTel Saskatchewan Jazz Festival, its employees, agents, security, partners, and volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry. I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual or group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all the foregoing to use any photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose including publicity.

**Application checklist:**

- Product List &/or Menu Enclosed**
- All areas of the application form have been filled out**
- I have read and understand the terms of contract for vendor booths**
- I have read the Waiver**

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**

**JAZZ FESTIVAL OFFICE USE ONLY**

**Received by:** \_\_\_\_\_

**Date application received:** \_\_\_\_\_