



1 Freedom Jazz Festival - 2009
Saturday, August 1, 2009 - 1:00pm – 7:00pm
Minnehaha Falls Park Band Shell
4801 Minnehaha Ave S, Minneapolis, MN

VENDOR & Advertisement APPLICATION

May 30, 2009

The Freedom Jazz Festival (FJF) is currently accepting applications for Ads, Exhibitors and Vendors for the 2009 Freedom Jazz Festival. We are looking forward to exhibitors and vendors sharing their great community and family friendly information, beautiful and creative arts, delicious food and businesses.

- ~ Arts and Crafts
- ~ Community and Home information
- ~ Education
- ~ Entertainment
- ~ Food
- ~ Health
- ~ Networking
- ~ Social Services

If you would like to apply for a space, please fill out the attached application and submit with your fee by Saturday, July 15, 09 to:

Freedom Jazz Festival, Inc.
PO Box 8981
Minneapolis, MN 55408

The vendor fee for the festival is \$105 for all spaces that include 1 table (8 ft) and 2 chairs. See pages 2 and 3 for the vendor application, guidelines and rules. The program book will include a Vendors listing for guest information. Additional advertising is also available on page 4.

FJF will award vendor space based on type of vendor, items and services. To maintain a clean, consistent and quality look at the event, we require that all vendors have a professional presentation and food vendors must adhere to all Health and Fire Department guidelines. Alcoholic beverage sales and smoking of tobacco products are not allowed at or around vendor spaces. Please allow 3 weeks for application process and acceptance notification.

Thank you for your participation!

www.freedomjazzfestival.org

Disclaimer and Indemnity: The Festival will be held rain or shine to the best abilities of the Presenters. Presenters make no representation as to the number of potential Festival attendees and assume no liability for any financial loss due to Vendor's operation at the Festival. Vendor assumes all responsibility for a) loss, personal injury and/or liability for any damage to its property or merchandise; and b) any sickness or illness caused from the food and/or drink served from its concession. Vendor expressly agrees to indemnify, protect and hold harmless the Presenters; its officers, directors, principals, executive committee members, Festival sponsors and the City of Minneapolis, MN from any liability whatsoever in connection with this event.



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Business/Organization Name: _____

Contact Person: _____

Business Address: _____

City _____ ST _____ Zip _____

Phone: Day _____ Evening _____

Cell: _____ Email: _____

Federal Tax ID # _____ MN Sales Tax ID # _____

Do you require access to electricity? Yes _____ No _____

Fees: \$105 (Includes 1 – 8 ft Table & 2 Chairs)

- Q **Food Vendors:** Required to hold a Seasonal or Short Term Food Permit with the City of Mpls.
- Q **Your Food Permit #:** _____ and attach copy of approved short-term food permit from the City of Minneapolis. To apply for a food permit, pay \$84 fee to the City of Mpls. Call 612-673-2170, or print the form on the City's website: www.ci.minneapolis.mn.us/environmental-health/food-short.asp

List all Food items to be sold:

- **Food Vendors are NOT allowed to sell Beverages, Hot dogs, bratwursts, ice creams or seafood.**

Q **Arts, Crafts, Community, Merchandise, Non-Profit, Education/Health/Social Services:**
List Products or Service:

AMOUNT Enclosed \$ 105.00 Cashier's Check or MO# _____ Dated: _____

PLEASE SIGN AND RETURN ONE COPY WITH YOUR APPLICATION

I CERTIFY THAT I HAVE READ AND AGREE TO THE FREEDOM JAZZ FESTIVAL (FJF) RULES AND REGULATIONS, Minneapolis Park and Recreation Board (MPRB) VENDING REQUIREMENTS and will communicate it to person(s) working in my vending area. Moreover, I understand that MPRB Staff may shut down my vending operation for violations of any of the above provisions. I will hold harmless the FJF, MPRB and all its employees, staff and persons associated with the event from any liability for personal injury or loss to equipment or vehicle damage that I or my staff may incur prior to, during, and after this event.

Signature: _____ Date: _____, 2009

1 copy – Vendor

1 copy signed – FJF rec'vd _____

Approved: _____ (FJF) _____



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Special Instruction to Food and Beverage Vendors and Exclusions:

- ~ Food Vendors **cannot sell beverages** or non-food items of any sort.
- ~ Food Vendors **cannot sell seafood, bratwursts, hotdogs, or ice cream products**
- ~ Violation of beverage and vending rules intentionally or unintentionally, by owner or staff, will result in immediate closure of booth.
- ~ Food Vendors must be open for business between the hours of 1:00 p.m. – 6:30 p.m.
- ~ Food Vendors must comply with all Mpls Division of Environmental Health and Food Safety guidelines for dispensing foods under a short-term/seasonal food permit.
- ~ Call **(612) 673-2080** for an application and more information or visit the website:
<http://www.ci.minneapolis.mn.us/environmental-health/food-short.asp>
- ~ Failure to comply with guidelines will result in immediate booth closure by MPRB.
- ~ Canopies or tents must cover food and food preparation and serving area.
- ~ Menu must be displayed with type of food to be sold and prices
- ~ Liquid Propane Tanks – Vendors using LP tanks must apply with the Mpls Fire Prevention Bureau for a permit.
- ~ Water – Clean water is provided. Vendors must supply their own containers.

All Vendors

- ~ Vendors are required to maintain a staff person at their site at all times during the event.
- ~ Booth Signage – Signage must be professional. No handwritten signs allowed. MPRB reserves the right to remove inappropriate signage.
- ~ Music is not allowed in booths.
- ~ No tobacco, drug, or alcohol products allowed.
- ~ The MPRB has the right of refusal to ensure quality of products sold and to ensure diversity, thereby avoiding repetition.
- ~ **No refunds** will be given to cancellations after July 15, 09.

Electricity

- ~ Electricity, six total outlets, is available on the lampposts. Vendors will need to supply their own heavy-duty extension cords and a back up generator if necessary.

Arrival, Parking, Set Up – August 1, 2009

- ~ Vendors can set up between the hours of 10:00 a.m. and 11:30 a.m. All vendors must be set up by 12:00 p.m. and have all vehicles removed from festival grounds.
- ~ Special instructions will be given prior to arrival about the vendor parking lot location.
- ~ No vehicles will be allowed on festival grounds after 11:30 a.m.

Clean Up, Exiting – August 1, 2009

- ~ Vendor vehicles will be allowed back into festival grounds for loading up materials at 7:30 p.m., or when instructed by MPRB staff.
- ~ Clean Up – The area surrounding your booth must be completely clean by each vendor during and after event. MPRB will charge a **\$100.00 clean up fee** to any vendor that fails to clean up their space on after the event.

PLEASE SUBMIT:

- q FJF VENDOR APPLICATION, completed as required.
- q \$105 VENDOR FEE CASHIER CHECK OR MONEY ORDER
- q COPY OF 2009 MPLS FOOD PERMIT OR PERMIT NUMBER (if applicable)
- q You will be notified by July 20, 09 if you have been accepted.
- q If you have to cancel your commitment after July 15, there is no refund of your fee.
- q Your check will be returned if you are not accepted or selected.

*** NSF checks will be subjected to a \$34 return processing fee**



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ADVERTISING AGREEMENT

Program Book size: 8 1/2" x 5 1/2"

Please include my advertisement in the Freedom Jazz Festival Program as listed below:

- Full Page (8 " x 5") = \$50 _____
- Half Page (3" x 8") = \$40 _____
- Business Card = \$30 _____
- 5 Lines = \$20 _____
- 1 Line / Your name = \$10 _____

PAYMENT ENCLOSED: Total \$ _____

Check / MO # _____ Dated: _____

Payable and Mail to: FREEDOM JAZZ FESTIVAL, PO Box 8981, Minneapolis, MN 55408

Your Camera Ready Art must be supplied by Wednesday, July 15, 09.

Mail ad / art to our address above or EMAIL to: info@freedomjazzfestival.org

Advertiser Name: _____

Address: _____

City/State/Zip: _____

Phone #s: (_____) _____ (_____) _____

Contact Name: _____ Phone # _____

E-mail: _____ Fax (_____) _____

Please call (612) 825-3675 for more information or questions about advertising.

Thank you!
FJF, Inc.

PLEASE SUBMIT:

- § ADVERTISING AGREEMENT, completed as required
- § CASHIER CHECK OR MONEY ORDER

- *** NSF checks will be subjected to a \$34 return processing fee.**

1 copy – Vendor

1 copy signed – FJF rec'vd _____

Approved: _____ (FJF) _____