



# Placentia Jazz & Art Festival Sunday, May 15, 2022 Champions Sports Complex

## Rules and Guidelines Vendor

**What will be provided to each vendor at basic booth rate. Please see our sponsorship form for additional provisions for various sponsorship levels:**

- One (1) eight-foot table with 2 chairs
- 10x10 canopy, unless vendor is providing your own canopy. Please indicate this on your application.

**What each vendor will need to provide:**

- Additional décor/signage for table top only. Must not interfere with the visibility of neighboring tables. You must provide your own table cloth.
- Any giveaways, games or other ways to drive traffic to your booth are allowed and encouraged.
- Extension cord of 50+ length if using power. Please indicate need for power on your application. There will be a \$50 additional charge for electricity

**Additional Guidelines:**

- **8:00 a.m. set up**
- The space contracted is to be used solely for the name that appears on this contract and it is agreed that no portion will be sublet or used by any other organization or business.
- Each vendor will need to adhere to the load-in and load-out schedule which will be provided via email prior to the event.
- After unloading, please park vehicles in the designated parking lot.
- Each vendor/sponsor must be set up by 10:00am. Vendors/sponsors may arrive as early as 8:00a.m.
- **Each vendor is required to stay for the duration of the event, the event is open to the public until 8:00pm. Violators may not be invited back to future events.**
- Each vendor must remove all materials and trash from the booth space by 9:00 p.m.
- Each vendor/sponsor agrees to indemnify, defend and hold harmless from any liability that arises as a result of vendor's operation of said booth.
- An official Facebook event page has been created for this event. Please utilize this page and share this event with your contacts. Please DO NOT create your own event. This will streamline information and boost attendance to the event.
- **Due to Health Department regulations, non- food vendors may not provide any food or beverages at this event.**

**Cancellation:**

If for reasons beyond the organizer's control Placentia Jazz & Art Festival must be cancelled, the Placentia Chamber of Commerce is not liable for any cost other than exhibitor space fees. If date or location must be changed for some reason beyond the organizer's control, a new date or location will be sent out as soon as possible. Should any exhibitor wish to cancel this agreement and not exhibit for the event, request must be in the Chamber office by May 8th. This request must be in writing.



**Yes! We want to participate in the Placentia Jazz & Art Festival:**

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

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

Website: \_\_\_\_\_

Electricity: Yes \_\_\_\_\_ (you provide your own 50'+ extension cord) \$50 fee to be paid prior to event

No \_\_\_\_\_

Bringing your own canopy: Yes \_\_\_\_\_ (I don't need the organizer to supply me with one)

No \_\_\_\_\_ (I need the organizer to supply me with one)

Basic Booth fee \$250. Upgrades and sponsorships available. See sponsorship form for more details

I have read, and agree to, the Rules and Guidelines listed

\_\_\_\_\_  
Authorized Signature

**Methods of Payment:** Venmo, Zelle & PayPal

**Total Amount:** \_\_\_\_\_

Debit/Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_ / \_\_\_\_\_ 3 Digit CVV Code \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature \_\_\_\_\_

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

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Email \_\_\_\_\_