



2010 MID-ATLANTIC JAZZ FESTIVAL VENDOR APPLICATION

The Mid-Atlantic Jazz Festival and its producer, The Jazz Academy of Music, Inc. (MAJF) is currently accepting vendor applications. The MAJF will take place February 19th and 20th, and concluding on February 21 at the Hilton Washington DC/Rockville Hotel & Executive Meeting Center (formerly the Doubletree), located at 1750 Rockville Pike, Rockville, Maryland. Vendor days are February 19 and 20 of the Festival.

This year's MAJF will be limited to approximately 30 vendors. Each vendor will be given a 29" x 6' table and two chairs as their vending space (in an area up to 8' x 3'). Vendors may supply their own smaller tables, but the overall space per vendor is still the 29" x 6' table dimension.

In order to be considered, applications must be submitted IN FULL, including: completed and signed application, full payment, and a description with images of products to be sold. (The application with images may be submitted electronically to wguterl@midatlanticjazzfestival.org, or as prints with this application.)

Applications will be reviewed on a first come, first serve basis – space is limited.

If you have any specific questions about the 2010 Mid-Atlantic Jazz Festival Vendor Program, please contact the Mid-Atlantic Jazz Festival office at (301) 871-0858 OR wguterl@midatlanticjazzfestival.org.

As space is limited, Vendor selection will be based on several criteria:

- The type of products you sell and how they fit into the overall product diversification of the MAJF
- Submission date of your application and check to our office
- The number of previous years you have participated in the East Coast Jazz Festival

VENDOR PARTICIPATION FEE:

The flat rate for Vendor participation is \$350. The participation fee must be included with the application in order for the application to be considered and processed.

- The fee includes one (1) 29" width x 6' length table (with cloth and skirted) and 2 chairs and access to one electrical outlet and internet access. Vendors will need to supply their own heavy-duty extension cords to be connected to power strips with the outlets.

SPECIAL INSTRUCTIONS AND EXCLUSIONS:

- . Vendors cannot sell food or beverages of any sort.
- . Vendors are required to maintain a staff person at their space at all times during the open hours of the vendor area of the event. These hours are from set-up to 10:00pm on Friday, February 19th and 10:00am - 10:00pm on Saturday, February 20th.
- . Signage must be professional. No handwritten signs allowed. The Mid-Atlantic Jazz Festival and its producer, The Jazz Academy of Music, Inc. reserve the right to remove inappropriate signage.



- . Music is not allowed to be played at tables.
- . No tobacco, drug, or alcohol products allowed.
- . The Mid-Atlantic Jazz Festival and its producer, The Jazz Academy of Music, Inc. have the right of refusal to ensure quality of products sold and to ensure diversity, thereby avoiding repetition.
- . No refunds will be given for cancellations after the Vendor has been accepted for participation.

Arrival and Set Up –

- . Vendors can set up between the hours of noon and 5:30 p.m. on Friday, February 19th 2010. All vendors must be set up by 6:00 p.m.

The Hilton Hotel is offering a special accommodation rate of \$79.00 per night for MAJF participants and patrons. There are a limited number of rooms available at this special rate. Therefore, we encourage you to reserve your room(s) as soon as possible. Visit our website at www.midatlanticjazzfestival.org for further information.

Clean Up, Exiting – Sunday February 21, 2010

- . Vendors must vacate the vendor area of all products and materials by midnight, Saturday, February 20, 2010.
- . Clean Up – The area surrounding your table/booth must be kept completely clean by each vendor during and after event. The Mid-Atlantic Jazz Festival’s producer, The Jazz Academy of Music Inc., will charge a \$100.00 clean- up fee to any vendor that fails to clean up their space during or after the event.

If you are not selected, we will return your checks. All acceptance decisions are made by the Festival Committee and are final. Vendor Fees are nonrefundable for any reason, once mutually contracted between the MAJF and the Vendor.

Maryland Sales Tax

Vendors are responsible for obtaining the appropriate permits and licenses as required by local authorities for conducting their business. All vendors required to pay Maryland State Sales Tax must do so on an individual basis. Please contact the Comptroller of the Treasury for the State of Maryland, Retail Sales Tax Division at 301-949-0280, 410.767-1544 or 410-767-1300 to determine your individual responsibilities with regard to Maryland State Sales and Use Tax.

VENDOR INFORMATION:

Vendor Name(s)

Business Name

Mailing Address



City State Zip Code

Daytime Phone

Cell Phone

Fax #

Email Website

Vendor Product Information

Provide a brief statement that describes the product(s) you intend to sell.

Multiple horizontal lines for text entry.

RELEASE AND SIGNATURE

The Mid-Atlantic Jazz Festival and its producer, The Jazz Academy of Music, Inc. does not carry insurance to cover theft, loss or damage to your products or personal property, or against personal injury. I understand that I have been advised to obtain my own insurance if necessary. My signature releases the Mid-Atlantic Jazz Festival and its producer, The Jazz Academy of Music, Inc. from any damage to business or personal property, or personal injury that I or my helpers may sustain while participating in the festival.

My signature indicates that my application is complete and includes all other required materials to be submitted with this contract. I have read and understand the requirements for vendor participation in the Mid-Atlantic Jazz Festival. I agree to abide by the rules, policies, and guidelines of Mid-Atlantic Jazz Festival and its producer, The Jazz Academy of Music, Inc. and understand that failure to follow these regulations may result in the expulsion from this year's festival, and/or from future festivals, at the sole discretion of Mid-Atlantic Jazz Festival and its producer, The Jazz Academy of Music, Inc.

If accepted, I agree to have Mid-Atlantic Jazz Festival and its producer, The Jazz Academy of Music, Inc. process my included participation fee, therefore agreeing to participate in the Mid-Atlantic Jazz Festival.



I also agree to the use of my images by *Mid-Atlantic Jazz Festival* and its producer, *The Jazz Academy of Music, Inc.* for promotional purposes and for display on the *Mid-Atlantic Jazz Festival* website.

I understand and agree that this signed application will act as a contractual agreement to participate in the 2010 Mid-Atlantic Jazz Festival should my application be accepted.

Signature(s)

Date

Printed Name(s)

This signed application should be returned to Mid-Atlantic Jazz Festival and its producer, The Jazz Academy of Music, Inc. by Monday, December 14th, 2009.

Please send to:

The Mid-Atlantic Jazz Festival

Attn: Wendie Guterl

P.O. Box 6744

Silver Spring, MD 20916

If you have additional questions, please email Wendie Guterl: wguterl@midatlantijazzfestival.org

PLEASE REMEMBER:

- Include the MID-ATLANTIC JAZZ FESTIVAL VENDOR APPLICATION, completed as required.
- Include your \$350 VENDOR FEE CASHIER CHECK OR MONEY ORDER
- You will be notified within 10 business days if you have been accepted.
- Once accepted, if you have to cancel your commitment, there is no refund of your fee.
- Your check will be returned if you are not accepted or selected.

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

(To be completed by MAJF/The Jazz Academy of Music Inc.)

Acceptance:

The Jazz Academy of Music, Inc.

Authorized Signature

Date

Printed Name

Title