



“Celebrating jazz and nurturing the human spirit, one event at a time.”

*The 5th Annual 2018 SLO Jazz Festival in Mission Plaza - San Luis Obispo, CA
Friday, May 18, 2018 from 6PM – 10PM & Saturday, May 19, 2018 from
11AM – 10PM*

2018 Exhibitor INFORMATION

INVITATION: We invite you to participate in the 5th Annual 2018 SLO Jazz Festival in Mission Plaza, San Luis Obispo, CA, for Friday, May 18, 2018 and Saturday, May 19, 2018. This non-profit event is celebrating our fifth jazz festival and expects to draw approximately 4,000 or more visitors from throughout California over the two day event.

With Grammy Winning talent on our main stage, top regional and local talent on the Broad St Stage, and two additional stages of college and high school bands (yet to be announced), we expect our best attendance, yet.

The 5th Annual 2018 SLO Jazz Festival is produced by SLO Jazz Festival, Inc., a 501(c)(3) non-profit, community-benefit corporation. Proceeds from the Festival are shared in part with several other local non-profit organizations that donate volunteer time to the event. Since 2011, our non-profit disbursed over \$13,500 to non-profit event participants.

DATE: Friday, May 18, 2018 from 6 p.m. to 10 p.m. and Saturday, May 19, 2018, from 11 a.m. to 10 p.m.

PLACE:

Mission de Tolosa Plaza, San Luis Obispo, at the intersection of Broad and Monterey Street in San Luis Obispo. We are confident our site layout will provide a superior experience for Festival Attendees as well as Vendors and Entertainers. Vendor Booths are divided into 4 areas this year. Sponsors get priority to MISSION booths.

Area A

Area A is inside the main plaza closest to the VIP stage. First come-served vendor/sponsors and food vendors will have rights to this area. Booths are 10' x 10' tents. Please advise if you require a food booth (extra charge applies).

Area B

Area B is at the Broad Street end of the Festival adjacent to Museum of Art and alongside the Bathroom side of the park. This Area is available for Food Truck Vendors, Beverage Vendors and limited Commercial Vendors. 20x10' Truck spaces are available for \$295 ONLY once existing FOOD SPONSOR positions filled. ONLY 2 Food Truck spaces available, contact our office to determine if we can work you in.

Area C

Area C is a new “ART BOOTH” area by the Museum of Art. Booths are 10x10' and each artist/vendor must bring their own tent, table, tablecloths, chairs, and weights. You must bring sand bags or weights (40 lbs. per leg) so the tent does not blow away in a gust of wind (it can happen and you don't want to be liable!). Spaces are \$155 each.

Tents in all areas size 10' x 10' will be provided by vendor.

Area D – Wine Court

Area D is a new “wine court” on the Mission Portico (Southern Side)

Wine Court participants will be provided a 6' banquet table and table cloth with 2 wristbands. You are responsible for your own ice, buckets, and other materials you may require, especially wine openers. Please use “tasting” pouring.

RULES & REGULATIONS:

SETUP/BREAKDOWN: Set-up May 18 requested at 2PM through 4PM (ready by 4:30PM, please). We will open gates for SLO Jazz Festival May 18 at 5PM). Setup May 19 requested beginning at 8AM and set up by 10AM, except area D wine Court, which must be set up at 4PM. ALL Vendors (except wine court Area D, which starts at 5PM and ends at 6:30PM) are requested to remain setup **until 9:45 p.m. each day and NO Vehicles may enter the Festival Grounds until approved by the Vendor Coordinator** or 10:20PM, whichever is first. You have until 11 p.m. on Saturday, May 19, 2018, to clear your space, although as quickly as possible is appreciated. All spaces are to be completed clear of any debris, waste, and trash no later than 11:30 p.m. on May 19, 2018. Please clear your space of trash on May 18, 2018 no later than 11:00PM, as well. Area D set-up by 5PM, tear-down at 6:30PM after conclusion of wine tasting is acceptable. Wine Vendors may stay for the final two acts and enjoy the show. Any trash, debris, or other waste left behind after 11:30p.m. WILL BE BILLED to the credit card authorized and on file for your booth.

NO VEHICLES ALLOWED ON SITE STREET PARKING AFTER 9 a.m.

Parking is limited. Only one space per exhibitor will be provided in the nearby parking area by ODDFELLOWS HALL. Vendors will have designated spaces according to our Parking Plan. Employees are allowed, but only 4 entry wrist band passes will be allowed per exhibitor unless approved otherwise by the SLO Jazz Festival Vendor Coordinator.

SLO Jazz Festival, Inc.

805-459-6939

info@slojazzfest.org

a 501(c)3 non-profit organization

2018 Vendor Information

Page 1 of 2

EIN: 27-2625815

1864 Atlantic City Avenue, Suite B

Grover Beach, CA 93433



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Beverage sales limited to coffee, tea & non-bottled juices. (Different vendors provide beer & wine.)

Water must be sold for no more than \$2, same as SLO Jazz Festival sells water in our food booth.

Vendors will set up and staff their own displays and handle their own sales.

Displays must be set up by 9:30 a.m. and remain open until 9:30 p.m.

Food vendors will be required to separate oil and grey water into barrels for disposal. Non-complying Vendors will be charged a \$100 fee and possibly be barred from further participation if found to be mixing waste oil and grey water in the barrels.

Proof of insurance is required. Proof of health permit is required – failure to provide permit will result in loss of deposit and space.

Overnight security is provided by the jazz festival primarily by the main stage, but not in the vending area. We suggest you should tear down and set up for each day of the Festival.

The Festival cannot be responsible for loss or damage.

NO PETS ALLOWED.

Only items as described in your application may be sold.

The city requires you to post your resale permit on your booth. A \$20 Vendor permit is required payable to the City of San Luis Obispo if you do not have a City Business License for the City of San Luis Obispo (please include copy with application).

The city Fire Department requires that you provide a 2A: 10BC fire EXTINGUISHER.

The county requires you to post your Department of Public Health permit on your booth.

San Luis Obispo County's rules and regulations regarding food vendors will be strictly enforced.

SELECTION PROCESS:

Please include Photos. PHOTOS ARE IMPORTANT! Everyone must submit pictures again this year even if they have in the past.

WHAT WE NEED:

Three photos that show enough detail to accurately represent all the types of work you intend to exhibit.

Approval of applications is at the discretion of the Exhibitor Committee. Spaces are available on a first come first serve basis. Therefore, spaces will be assigned in priority of the order applications are received. Preference is given to exhibitors with attractive, festive displays. Exhibit displays that enhance the Festival's jazz theme are encouraged.

ACCOMMODATIONS:

Lodging reservations should be made as soon as possible, as motels fill up quickly for the Festival weekend. For general lodging visit: <http://www.slojazzfest.org/2018-jazz-festival-lodging.html>

For information on San Luis Obispo hotels, motels, campgrounds and RV parks, call the San Luis Obispo Chamber of Commerce at (805) 781-2777.

DEADLINE:

After April 18, 2018, only payment with cash, credit card, cashier's check, or money order will be accepted.

CANCELLATION:

You may request a refund of fees if written notification is received by the festival by April 28, 2018. After that date, no refunds will be issued. Refunds are subject to a \$50 cancellation processing fee.

FOR MORE INFORMATION:

Please call: 805-459-6939 or Go to:

www.slojazzfest.org (our vendor application will be online by March 17, 2018).

E-mail: info@slojazzfest.org

SLO Jazz Festival, Inc. 1864 Atlantic City Avenue, Suite B, Grover Beach, CA 93433

EXHIBITORS MUST FILL OUT THE ATTACHED EXHIBITOR APPLICATION AND RETURN WITH PAYMENT.

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