



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

*The 4th Annual 2017 SLO Jazz Festival in Mission Plaza San Luis Obispo, CA
Saturday, May 20, 2017 – 11AM – 10PM*

2017 Exhibitor Information

We invite you to participate in the 4th Annual 2017 SLO Jazz Festival in Mission Plaza, San Luis Obispo, CA, for Saturday, May 20, 2017. This non-profit event is celebrating our fourth jazz festival and expects to draw approximately 2,500 or more visitors from throughout California.

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 2017 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 \$3,500 to non-profit event participants.

DATE: May 20, 2017, Saturday, 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.

Area A

Area A is inside the main plaza closest to the VIP stage. First come 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. \$30' x 10' trucks require \$395 and must be approved. 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 can be provided for an extra \$150. If you bring your own tent, you must bring sand bags so the tent does not blow away in a wind (it happens).

Tents in all areas size 10' x 10' will be provided by vendor unless requested in advance from the jazz festival.

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.

RULES & REGULATIONS:

SETUP/BREAKDOWN: Set-up 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. and NO Vehicles may enter the Festival Grounds until approved by the Vendor Coordinator** or 10:10PM, whichever is first. You have until 11 p.m. on Saturday, May 20, 2017, 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. Area D set-up by 5PM, tear-down at 6:30PM after conclusion of wine tasting is acceptable. You 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. 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.

Beverage sales limited to coffee, tea & non-bottled juices.

Water and Carbonated beverages are not permitted, as SLO Jazz Festival offers water at our booth.



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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 not provided by the jazz festival as this is a one day event.

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.

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. Creative exhibit displays that enhance the Festival's jazz theme are strongly encouraged. Exhibitor applications will be responded to on an ongoing basis.

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/2017-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, 2017, 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, 2017. 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, 2017).

E-mail: info@slojazzfest.org

SLO Jazz Festival, Inc. 116 ½ Naomi Avenue, Shell Beach, CA 93449

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