



**2018 JAZZ AT DREW**  
**Saturday, October 6, 2018 12PM to 9PM**  
**MARKETPLACE VENDOR APPLICATION**

Booth and space assignments will be given on a first-come, first-pay basis. Please adhere to the following vendor application deadlines:

Completed Vendor Application & Processing Fee Deadline: **August 24, 2018**

Booth Rental Fees & Proof of Insurance Deadline: **August 31, 2018**

**\*This application does not guarantee participation as a vendor. Vendors will be notified via email of their application status.**

Applicant's Name (print or type) \_\_\_\_\_

Business, Studio, or Company Name \_\_\_\_\_

Street Address/P.O. Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

Contact Person during "Jazz At Drew" \_\_\_\_\_ Cell \_\_\_\_\_

Provide a detailed description of the kind of items you intend to show/sell:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you participated in the "Jazz At Drew" Cultural Marketplace in the past? Yes \_\_\_ No \_\_\_

Do you require an additional electrical hook-up? Yes \_\_\_ No \_\_\_

*\*The booth includes access to electrical power up to 20 AMP Wattage (no additional charge)*

Because of limited space and to offer a variety of vendors, it is suggested that you submit slides and /or pictures of your product. BRIEFLY DESCRIBE THE WORK ILLUSTRATED IN YOUR SLIDES AND/OR PICTURES BELOW:

Slide or Picture #1 \_\_\_\_\_

Slide or Picture #2 \_\_\_\_\_

Slide or Picture #3 \_\_\_\_\_

**FOOD TRUCKS:** All food truck operators must provide a copy of their current Los Angeles County Health Permit along with their Marketplace Vendor Application. Failure to provide proof of a health permit will forfeit participation in the festival.



**INSURANCE: All vendors must provide proof of general liability insurance in the amount of One Million Dollars (\$1,000,000.00) naming Charles R. Drew University of Medicine and Science as additional insured. Failure to provide proof of insurance by the August 31, 2018 deadline will forfeit festival participation.**

**Booth Rental Fees** (*Booth includes: one (1) 10x10 tent, two (2) chairs, one (1) 6 ft table, lighting & access to electrical power up to 20 AMP Wattage*):

- Application Processing Fee (non-refundable) ..... \$40.00
- Non-Food Corner/End Booth (s)\*..... \$400.00
- Non-Food In-Line Booth (s) ..... \$350.00
- Non-Profit (Information Only) Booth(s) ..... \$200.00
- Food Trucks ..... \$350.00
- Additional Electrical Hook-ups (optional) ..... \$40.00

\_\_\_\_\_ \* I request a Non-Food Corner/End Booth

**PAYMENT IN FULL AND PROOF OF INSURANCE MUST BE RECEIVED BEFORE SPACE OR BOOTH ASSIGNMENTS ARE GIVEN TO VENDORS - NO EXCEPTIONS**

Payment accepted: Cashier Check, Money Order, American Express, Visa, Master Card or Discover (No Personal Checks) **Make Certified Funds/ Money Orders Payable to “Charles R. Drew University”**

**Credit Card Authorization:** \_\_\_\_\_ AMEX \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ Discover

Name on Card \_\_\_\_\_

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ Verification Code \_\_\_\_\_

Amount to be Charged \$ \_\_\_\_\_

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

**Mail payment and completed application to:**  
Charles R. Drew University of Medicine and Science  
“Jazz At Drew” Cultural Marketplace  
1731 East 120<sup>th</sup> Street  
Los Angeles, CA 90059

For More Information Please Contact: [JazzatDrew@thetoddgroup.net](mailto:JazzatDrew@thetoddgroup.net) or (323) 357-3669

I understand this application does not guarantee my participation. I release Charles R. Drew University of Medicine and Science 2018 “Jazz At Drew” and all of its duly appointed representatives of all liability and responsibility for damages or loss suffered before, during and after the Cultural Marketplace, or as a result of the display of my work, equipment or materials.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date