



Vendor Spaces Sold Out!

All vendor applications will be added to the waiting list. Please do not send payment until you have been approved. Thank you.

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 120th Street
Los Angeles, CA 90059

For More Information Please Contact: 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