

Litchfield Jazz Festival

Where I fell in Love with Jazz



2010 EXHIBITOR APPLICATION

LITCHFIELD JAZZ FESTIVAL, AUGUST 6 – 8, 2010

Be part of "one of the Top 100 Events in the US and Canada" (American Bus Association 2009). Join forces with the Festival that boasts "a model jazz lineup" (NY Times) and is "one of the best of the best" (Jazz Times).

Litchfield Jazz Festival

Where I fell in Love with Jazz

This application once signed by both parties will have the force of an "Agreement" between Litchfield Performing Arts, Inc. (hereafter known as "LPA") and Exhibitor,

_____ (INSERT BUSINESS NAME HERE). **Application is accepted when the Exhibitor is notified via email or phone and deposit check is accepted.** LPA will present the Litchfield Jazz Festival, (hereafter known as "Festival"), on August 6 – August 8, 2010, at the Kent School, Kent CT. Exhibitor agrees to be on-site during Festival operation and will abide by all Festival rules and terms set forth below

LPA Agrees to provide:

- A 4'x 4' Space on a hanging display **inside Springs Center** to hang **either** one piece or collage of photos demonstrating work as well as contact information. Festival will provide signage for display and a map for attendees to locate Exhibitors outside in "Exhibitor Village".
- A 10ft x 10ft exhibitor space, clean and free of debris, for all the three days of the Festival
- Electric hook-up
- Two, 3-day Festival entry passes. Additional passes may be purchased for \$20/each in advance (passes are regularly \$35).
- Security guards on the premises during Festival hours from Thurs. August 5 – Mon. August 9, in addition to overnight watchmen
- **Parking outside festival grounds.** Exhibitors will have "drive-up" access to unload/set-up during specific times then vehicle must be moved across street to Exhibitor parking area. If cars remain on-site in unauthorized locations they *will be towed at owner's expense*.
- A Description of work and **web link on Festival website** under "Exhibitors"
- A **Listing in the Festival program book** and inclusion on Festival map. (Distribution 40,000, program book is inserted into newspaper the Sunday before the Festival)

Exhibitor Agrees to provide:

- Items of original hand-made design, **no imports**. *All products must be pre-approved by LPA.*
- 10ft x 10ft **white** pop-up tent including all fixtures necessary to display items. (Note: Exhibitors are required to secure their tents – unsecured tents are a hazard, and will not be allowed).
- Lighting, **display lighting & area lighting** to illuminate interior of tent area. Lamps are sufficient.
- All signage

Litchfield Jazz Festival

Where I fell in Love with Jazz

Exhibitor Village: Hours of Operation

- EXHIBITOR LOAD-IN:
 - Thursday, August 5th from 10:00 am to 4:00 pm.
 - Additional Time will be allowed on Friday, August 6th from 9:00 am to Noon. ALL VEHICLES must be removed by 1PM. Vehicles remaining after 1PM will be towed.
- DISPLAY- WORK CONTINUOUSLY

Friday, August 6, 2010	5 pm to 10:00 pm
Saturday, August 7, 2010	11:00 am to 10:00 pm
Sunday, August 8, 2010	11:00 am to 10:00 pm
- TEARDOWN:
 - **AFTER** 9PM August 8 or 10 – Noon Monday August 9
(There will be no vehicles allowed on the property before 9PM Sunday, August 9)

Exhibitor Fee - \$250 (All fees are non-refundable)

- \$100 Deposit due at time of signing
- \$150 Balance due on or before Friday, May 29, 2009
 - **\$50 late fee applied to those Exhibitors with open balances after May 28th**
- Exhibitors applying after May 28th must pay \$250 balance in full at time of signing.

Required Paperwork To Be Submitted With Contract

- Copy of *Sales Permit for the State of CT* (If you do not have a CT Sales Permit contact Patty Paeletti at the CT Department of Revenue 860-541-7692)
- Copy of **general liability insurance** covering any and all possible liability for damages caused by Exhibitor, his/her employees, and/or Exhibitor equipment/products. Liability coverage to be equal to or above \$1,000,000 naming LPA and the Kent School as additional insured during the Festival, including set-up and teardown periods. .

Contract Checklist (Return the following with contract):

- _____ A Complete Copy of Application with Signature (return all pages)
- _____ Additional page with max 250 word description of products with website, if available, for Festival website and program book.
- _____ Check made payable to *Litchfield Performing Arts, Inc* (for full amount or deposit)
- _____ Copy of CT Sales Permit
- _____ Insurance Certificate (contact your insurance agent for more information)

Litchfield Jazz Festival

Where I fell in Love with Jazz

Executing This Agreement:

- This document represents the entire Agreement between the parties. No amendments or alterations shall be made unless agreed to in writing and signed off by both LPA and Exhibitor.
- LPA reserves the absolute right to terminate this Agreement in the event Exhibitor breaches any of the terms, provisions, rules, regulations, and conditions contained herein for Exhibitors.
- In the event that LPA terminates this Agreement, Exhibitor shall immediately cease any activities at the Festival and remove all equipment, personnel, and other property from the Festival site. All Exhibitor fees will be kept by LPA as liquidated damages.
- With the exception of payments as stated in Exhibitor Fee, the Exhibitor shall retain all revenues and profits from the operation of concession at the Festival.
- The Exhibitor shall indemnify and hold harmless the Kent School, LPA and all its officers, partners, shareholders, employees, artists, contributors and volunteers from any liability or claims, which may be made against them as result of any wrongful, negligent or other action or inaction by Exhibitor.
- The Exhibitor shall be an independent contractor and shall have no authority, actual or apparent, to bind LPA in any respect contractually or otherwise.
- This agreement shall be binding upon the parties, their successors, assigns and personal representatives. Time is of the essence on all undertakings. This agreement shall be enforced under the laws of the State of Connecticut. This is the entire agreement

Mail to: Ellen Corsell, Exhibitor Coordinator

Heron American Craft Gallery
PO Box 535, Kent CT 06757
P: 860-927-4804
Email: ellen@heronamericancraft.com

The undersigned has read and agrees to abide by the provisions set forth herein:

Business Name (As it will appear in program book): _____

Contact Person(s): _____

Address: _____

City/State/Zip _____ Email: _____

Telephone: _____ Cell: _____

Exhibitor's Authorized Signature

Date

Vita West Muir, ED for Litchfield Performing Arts

Date