



2024 Ocean City Jazz Festival

www.oceancityjazzfest.com

PO Box 1207, Sneads Ferry, NC 28460

APPLICATION FOR **CONSIDERATION** OF SPACE

RETURN APPLICATION ON OR BEFORE MAY 8, 2024

COMMERCIAL VENDOR APPLICATION

2024 Ocean City Jazz Festival – July 5-7, 2024

Business name _____ Contact Person _____

Mailing Address _____

City _____ State ____ Zip _____

Daytime Telephone (____) _____ Mobile Telephone (____) _____

Email Address: _____

COMMERCIAL VENDOR FEES

Booth Size	# of Booths		Fee		# of Days		Amount	
10 x 10		X	\$200 Per Day	X		=		
10 x 20		X	\$250 Per Day	X		=		
10 x 30		X	\$350 Per Day	X		=		
Electricity*		X	\$100 Per Day	X		=		
TOTAL DUE								

*Must bring 125 ft. extension cord

The following items must be included with your application:

_____ Copy of certificate of insurance. (Required) The management has general liability insurance. Insurance does not cover booth contents, visitors within confines of exhibitors leased space or exhibitor’s personnel.

_____ Signed copy of Vendor Rules

_____ Fees

Release & Hold Harmless

I/we, the undersigned, for and in consideration of permission and space to participate in the Ocean City Jazz Festival, July5-7, 2024, agree to release and hold harmless, and defend the OCJF, its officials, representatives, agents from and against any and all claims, actions, lawsuits, damages, judgments, liability and expense, including attorney fees and litigation expenses, in whole or in part arising out of, connected with or in any way associated with my/our activities preparing for the OCJF, participating in OCJF or traveling to or from the OCJF. I have read and fully understand the above release and hold harmless agreement

Name of Vendor (Print) _____

Vendor Signature: _____

Date: _____



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Check **Payable to Ocean City Jazz Festival**

Ocean City Jazz Festival, PO Box 1207 Sneads Ferry, NC 28460

The OCJF Committee reserves the right to approve all vendors

VENDOR RULES

Safety:

- Tents and canopies must be anchored at all four corners to withstand the elements of weather and prevent collapsing. Examples of weights include 5-gallon buckets with sand, sand bags and gym weights at least 15 lbs. each.

Booths:

- Vendor booth cannot be shared.
- Vendors must bring their own signage to showcase their extended product price menu. Signage should not exceed a maximum height of 30 inches above the tent and should be no longer than your booth.
- Vendors will be required to bring their tent, table and chairs for use within their booths.
- **Vendors using electricity must bring 125 feet of extension cord. If vendor desires lighting they must bring lighting with them.**
- No Coolers, no outside food or drink allowed
- All vendor items must remain within the vendor space, including signs and chairs..

Vendor Wristband and Parking Passes

Wristbands and Parking Passes will be allocated as follows:

Booth Size	# Wrist bands	# Parking Passes
10x10	2	1
10x20	3	1
10x30	4	1

- Wristbands are required to wear. Anyone found without a wristband will be asked to leave the event.
- Any vendors or people wearing vendor wristbands who are found sitting in the attendee seating area or roaming without permission are grounds for eviction from the event.

Parking:

Vendors may park in the Designated Vendor Parking lot at 2649 Island Drive using their provided Parking Pass.

Cancellation:

For cancellations 10 days before the Festival the vendor forfeits the entire fee, for cancellations 30 days before the Festival 50% of the Fee is non-refundable.



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VENDOR RULES (continued)

Force Majeure. In the event the Festival cannot reasonably be held because of unpredictable occurrences such as an act of nature, government or disease, all fees will be refunded. No further damages may be sought because of force majeure.

Vendors are required to be operational:

- All vendors are required to have their booth set up by 3:30 pm
- Vendors will be asked to remove their cars from inside the Venue. All restocking must be done by hand cart. Any vehicle that is inside the festival grounds or parked anywhere other than the designated vendor parking area will be towed at the vendor's expense.
- Vendors are not allowed to have golf cart/gator/four wheelers or like vehicles inside the festival grounds during the event operating hours
- Vendors will be assigned a specific space at the event as selected by festival management based on size and electrical requirements.

Weather: The festival will take place rain or shine. Please keep up-to-date on weather reports and plan your attire and preparations accordingly. **No Exchanges, or Refunds due to rain.**

Vendor Booth Take Down and Check Out:

- Vendors may begin taking their booth spaces down after the close of show each night. Take Down and removal of items from booth space **MUST BE COMPLETED** by 11pm.
- Cars and vehicles will not be able to enter the Festival Venue to pack items directly until 10 PM
- All trash and debris must be removed by vendor. Booth inspection will be required prior to vendor's departure for cleanliness

Important Dates and Times for Vendor Applicants:

- **May 8, 2024 - Application Deadline**
[Submitting an application **DOES NOT** guarantee acceptance for the Ocean City Jazz Festival 2024] All of Following:
 1. Certificates of Insurance
 2. FULL PAYMENT of Application fee and electricity fees
 3. Signed copy of vendor rule
- **May 15, 2024** - Vendor Acceptance letters will be EMAILED to Vendors selected for 2024 from The Ocean City Jazz Festival. **If application is not accepted, fees will be returned. There will be a \$75 fee for returned checks**

Name of Vendor (Print) _____

Vendor Signature: _____

Date: _____