



CRAFT VENDOR APPLICATION

TD Victoria International JazzFest: *Funk & Soul in the Township*
Bullen Park, Victoria, BC

Office: 250-388-4423

Email: boxoffice@jazzvictoria.ca

*****PLEASE SEND ALL APPLICATION FORMS AND PAYMENT TO VJS*****
(See "Contract Submission" page 2)

Site Fee: \$100 + GST = \$105.00 for June 28 - 30, 2024 (June 27 TBC)

Company Name Contact Name

Address City Province Postal Code

Phone (primary) Phone (secondary)

Email

Do you wish to be contacted by: Phone Email

Type of craft/merchandise sold: _____

Approximate footprint of (specify) vehicle, cart, tent: _____

Spaces are approx. 10x10 feet. You may book multiple spaces if desired.

- Tents need to have weights as it is windy in Bullen Park.
- Victoria Jazz Society DOES NOT provide tents, tables, or chairs.
- If selling packaged food products, you must be VIHA certified.
- Production of food products on site is not permitted.

CONTRACT SUBMISSION

Please email or fax back pages 1 - 3 to the Victoria Jazz Society by **March 1, 2024**. They can be emailed to info@jazzvictoria.ca or faxed to 250-388-4407. **Please make cheques payable to the Victoria Jazz Society** You may pay by Visa, MasterCard or American Express at our office, or call 250-388-4423 to make payment.

Please note that any payments made are non-refundable.

Deadline for payments is March 15, 2024 to reserve your space

Victoria Jazz Society
977 Alston St
Victoria, BC
(P) 250-388-4423
(F) 250-388-4407
www.jazzvictoria.ca

This agreement supersedes any and all other agreements, either oral or in writing, between the parties with respect to the event. This document is a contract when signed by both parties and signifies the Craft Vendor has read the entire contract, including the Terms and Conditions section below, received a copy, and agrees to its terms.

TERMS AND CONDITIONS

**VENDOR RESPONSIBILITY

Each vendor **MUST** provide a 15% discount to customers with a TD bank debit or credit card as part of TD's "flash your card" program. Payment does not need to be made by the card shown.

Craft Vendors are required to leave the occupied space in the same condition as it was when first occupied. Please use only environmentally friendly cleaning solutions when cleaning your space.

PARTICIPATION

It is **mandatory** that Vendors be operational when the festival site is open. Tentative hours at this time are:

- **Thursday, June 27: 6pm-10pm (TBC)**
- **Friday, June 28: 6pm –10pm**
- **Saturday, June 29: 11:30am-5:00pm, break, 6:30pm – 10pm** (vendors may stay open during the break)
- **Sunday, June 30: 11:30am-5:00pm, break, 6:30pm – 10pm** (vendors may stay open during the break)

Vendors will be advised of exact dates and times by April 15, 2024.

LOAD OUT is not permitted until after **10pm on Sunday, June 30**. Please ensure that a festival staff member has disconnected your power and water before attempting to load out.

CRAFT VENDOR LOAD IN

Craft Vendors will be assigned a load in time on **Thursday, June 27**, starting at 10:00 am, staggered 15 minutes apart. If you know you are unable to make your scheduled time in advance, please contact the VJS office at 250-388-4423. If you have an arrival conflict the day of, please contact the VJS office. *If you do neither, we cannot take responsibility for ensuring that you are 100% ready to open.*

DELIVERIES/STAFF PARKING

Craft Vendor vehicles are allowed to park at Bullen Park for unloading of materials and trailer drop off ONLY. You must vacate 45 minutes before the start of the first scheduled performance. Street parking surrounding Bullen Park is free, but not guaranteed.

CHANGES OR MODIFICATIONS

Any modifications to your Craft Vendor footprint or requirements that are different from your application we require at least two (2) weeks' notice to the Victoria Jazz Society.

VENDOR SPACE

- 1. No booth sharing of any kind is allowed.
- 2. Craft Vendors must stay within the boundaries of their assigned space, which will be designated on the day of load in.
- 3. No moving or exchanging of spaces unless approved by festival staff.
- 4. No early tear down, as per times and dates laid out in the Participation guidelines.

STAFFING

Your space must be staffed at all times during operational hours of the festival and will be given Vendor accreditation at time of load in. Please advise TD JazzFest of how many accreditations you will require. Your staff will need to wear these accreditations to gain access to the site. We are very strict with accreditation passes and tolerate no abuse.

USE OF PHOTOS OR VIDEO

Craft Vendors agree that TD JazzFest and the Victoria Jazz Society may use the Craft Vendors in operational event photos for archival purposes without compensation to the Craft Vendor.

CANCELLATION

In the event of Craft Vendor cancellation, any payment made will not be returned.

Vendor Signature Date

VJS Staff Signature Date

<i>OFFICE USE ONLY</i>	
_____ Contract Received	Date
_____ Payment Received	Date