



CITY OF POMPANO BEACH

**Jazz Fest Pompano Beach
Vendor Application
Saturday, January 29, 2022
12:00 pm — 6:00 pm**



The City of Pompano Beach presents this two-day world-class jazz festival will feature a robust lineup of performers – from local legends to Grammy, Emmy and Tony Award-winning jazz masters – including a beach opening night concert and all-day and evening concerts at the Pompano Beach Cultural Center. Vendors are only needed for Saturday, January 29, 2022 at the Pompano beach Cultural Center, 50 W. Atlantic Blvd., Pompano Beach, FL 33060.

Pompano Beach is 24.71 sq. mile city in Broward County, Florida, along the coast of the Atlantic Ocean, just to the north of Fort Lauderdale. The nearby Hillsboro Inlet forms part of the Atlantic Intracoastal Waterway. As of the 2010 census the city's population was 99,845. Jazz Fest Pompano Beach will draw crowds from the tri-county area—Broward, Palm Beach, and Miami-Dade counties.

The Jazz Fest Pompano Beach is anticipated to brings approximately 800 people to this first annual music event..

The lineup features an eclectic and diverse cast of Grammy, Emmy and Tony Award-winners, burgeoning jazz superstars and a slew of South Florida's finest talent. There's something for everyone at the immersive "jazz takeover" of Pompano Beach in January.

Special attention to our vendors is a continuing priority. Vendor parking is conveniently located south of the Cultural Center and behind Pompano Beach City Hall. Vendor set up begins at 9:30 am on Saturday, January 29, 2022 and staff will be there to assist and direct you to your assigned booth space.

We thank you for your continued support, interest, and participation in the Jazz Fest Pompano Beach. Please tell your friends! Spread the word so we may grow, prosper, and enjoy this new festival together.

For more information, e-mail greenmarketpompanobeach@gmail.com.

GENERAL INFORMATION

1. Booth spaces measure approximately 10' x 10'. Space may not be shared or sold to another vendor.
2. Only one vendor will be assigned per booth space.
3. Vendor shall take the proper safety and health precautions to protect patrons, the City, the public, and the property of others. Vendor shall be responsible for all damage to persons and/or property that occur as a result of the vendor's negligence or misconduct.



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GENERAL INFORMATION continued

3. Vendor agrees to comply with any and all applicable Federal, State, County, and City laws and regulations and to post proof of all necessary licenses in its booth.
4. Vendor agrees to notify the Vendor Manager in writing at least seventy-two (72) hours or three days in advance of the upcoming Jazz Fest (noon on Wednesday prior to the Jazz Fest) if they are unable to participate in the Jazz Fest Pompano Beach. Failure to notify the Jazz Fest Vendor Manager with the proper written notice may result in cancellation of future reservations.
5. The Jazz Fest Pompano Beach has a no refund policy.
6. The Jazz Fest Pompano Beach hours are from 12:00 pm -6:00 pm. Vendors agree be set up and ready to sell by 11:30 am. Late arrival may result in booth location being reassigned or inability to participate in the market.
7. Vendor agrees not to break down prior to 6:00 pm. Leaving early could result in cancellation of future reservations.
8. Vendor agrees to keep their space(s) attractive and to clean them when the market ends. All litter, cardboard boxes, product debris, crates, boxes, etc., must be removed at the close of the event. Vendor agrees to leave their booth space in the same or better condition than it was found.
9. Vendor acknowledges that the use/or placement of tables, chairs, products, boxes, or signs outside of the assigned vendor space is strictly prohibited.
10. Vendor agrees to sell product within their assigned space only! All vendor activity MUST be conducted within the booth space provided. Any vendor activity related to the Jazz Fest Pompano Beach outside the assigned vendor space is prohibited.
11. Vendor agrees to be honest and at times conduct himself/herself/itself in a courteous manner. Discrimination, rude, abusive, offensive, or other disruptive conduct is strictly prohibited.
12. Vendor shall not bark, shout, or solicit in a loud or aggressive manner to customers in an attempt to make a sale.
13. Vendor agrees to anchor its tent on all four (4) corners with a minimum of twenty (20) pound anchors on each corner regardless of weather conditions. Vendor will be asked to remove its tent for failure to comply with this requirement. The Jazz Fest Vendor Manager has the authority to ask any vendor to take down its tent due to weather conditions or failure to follow this rule.
14. Vendors cooking onsite MUST turn off their cooking units by 6:00 pm.
15. Cooking equipment used in fixed, mobile or temporary concessions, such as trucks or trailers, shall have the fire suppression equipment, included fire extinguishers, and hood suppression systems (if applicable) properly maintained and serviced by a Florida State certified company. Proper documentation must always be available on site.
16. One 2A10BC fire extinguisher must be provided by the vendor. In addition, a Class K-type fire extinguisher is recommended for vendors that are deep frying. All extinguishers shall have a current inspection tag with proper pressure and pin secured in place.
17. All propane cylinders must be secured. Small cylinders (20#) can be put in a milk carton type crate. Large cylinders shall be secured to a stationary object.
18. All propane cylinders shall be ten (10) feet from the cooking appliance with gas line secured.
19. Deep fryers or pans with grease used for cooking shall have a metal cover plate (lid) to put them on in case of fire or rain.
20. If cooking under canopy structure, it shall be of flame resistant material. There shall be a flame resistant tag/label affixed to each canopy.
21. Vendors serving food must have a five gallon water jug and a catch bucket for hand washing and sanitizing.
22. Vendors selling food must wear gloves.



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APPLICATION INSTRUCTIONS

1. Applications will be accepted on a first-come, first-served basis. All applications will be reviewed by the City of Pompano Beach and the Jazz Fest Vendor Manager has the full authority to approve or deny participation in the market.
2. Vendors must sell local goods and high-quality products including: Art, Crafts, Organic, Holistic, Herbal and Handmade items. We reserve the right to restrict the type and number of vendors, and to select vendors who best meet the needs of the event. Land spaces are approx. 10' x 10' sq. feet.
3. Three images, including one of the booth tent display and products selling, must be submitted with this application. Each image must have vendor's name.
4. Applications are available online on the www.pompanobeacharts.org website after November 29, 2021. Submit application and photos directly to GreenMarketPompanoBeach@gmail.com for approval.
5. Incomplete applications will not be considered for the Jazz Fest Pompano Beach.

PAYMENT OPTIONS

To secure booth placement, fees are due in full at the time of application acceptance. A booth assignment for the season will not be given until the payment is made in full. Fees must be paid **BEFORE 5:00 pm on January 14, 2022** or booth spaces will be forfeited. Once payment has been made, the City of Pompano Beach does not offer refunds. Booth placement will be completed by Pompano Beach Vendor Manager.

Jazz Fest Payment Payment is due by 5:00 pm on Friday, January 14, 2022.

Fee \$30 + 7% sales tax + Eventbrite fees

**No refunds will be issued after payment has been received.
Failure to make payment time will result in loss of vendor booth space.**

SAFETY REQUIREMENTS

- ◆ Each Vendor is required to submit the following documents to the Jazz Fest Vendor Manager:
 - General Waiver
 - Workers Compensation Waiver
 - Auto Insurance Card
- ◆ If the Vendor has a generator and/or cooking and heating items, the Vendor must submit a Certificate of Insurance naming the City of Pompano Beach as additionally insured and as the certificate holder. A Sample COI can be supplied to Vendor.
- ◆ All Vendors will be inspected by the Fire Marshal prior to the Jazz Fest Pompano Beach event.



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Business Name _____ Contact Person _____
Address _____
City _____ State _____ Zip Code _____
Phone # _____ Cell Phone # _____
E-Mail Address _____
Social Media Handles: Facebook: _____ Instagram: _____

VENDOR INFORMATION

☐ Prepared Foods ☐ Non-Food Item ☐ Non-Profit ☐ Artist/Crafter

Number of requested 10' x 10' Spaces: ☐ 1 ☐ 2 ☐ 3 ☐ 4

(All vendors will be charged per number of spaces requested, except for produce vendors who may request up to four spaces at the weekly rate)

PRODUCTS TO BE SOLD AT THE JAZZ FEST POMPANO BEACH

Please list all products you intend to sell at the Jazz Fest Pompano Beach. Vendors may only sell those items that are pre-approved on this application. Vendors will be required to remove unauthorized items from their booth and may be denied future participation at events. Products not in keeping with the mission of event or that are deemed not "family friendly" are prohibited. The City of Pompano Beach must approve any new items before they are sold.

The undersigned in consideration of the Jazz Fest Pompano Beach, do hereby release the City of Pompano Beach and any employees, agents, or volunteers from any liability for the loss or damage of work, personal injuries or property damage. Further, in consideration of the above, the undersigned does hold harmless and agree to indemnify the City of Pompano Beach and any of their members, employees, agents, or volunteers for any damages, attorney fees, or costs for any legal actions resulting from any claim made in which they, their members, employees, agents, or volunteers are made parties defendant. The release and indemnification agreement applies for the duration of the Jazz Fest Pompano Beach scheduled for Saturday, January 29, 2022, and to any claims made within the application statute of limitations for loss occurring during that period of time.

Signature

Date

Booth Assignment: _____ Total Amount Paid: _____ Date Paid: _____ Staff Initials: _____