

2022 VENDOR APPLICATION



Friday September 2, 2022 – Sunday September 4, 2022
Labor Day Weekend in Dallas

Kay Bailey Hutchinson Convention Center Theatre Complex
1309 Canton Street, Dallas, TX 75201

For Jazz Festival information visit: www.TBAALRiverfrontJazzFestival.org
For tickets, call (214) 743-2400 or visit Ticketmaster.com

CURTIS KING
FESTIVAL CREATOR & PRODUCER

Vendor Inquiries: Call 214.743.2441

Or email membership@tbaal.org

VENDOR REQUIREMENTS AND APPLICATION PROCESS

1. Review vendor rates and requirements (page 3, 4)
2. Complete vendor application (page 3)
3. Obtain Special Events Permit from the City of Dallas and an insurance certificate for the 2022 Festival. (Vendor Requirements, page 4).
4. Email page 3 and 6 of the vendor application, permit, and insurance certificate to: membership@tbaal.org. Use “2022 VENDOR” as the subject. Or you may deliver documents to 1309 Canton Street, Dallas, TX 75201. Attn: RJF Vendors
5. Make payment
 - In Person cash or credit @ TBAAL Box Office, 1309 Canton Street, Dallas, TX
 - By Phone via credit card (214) 743-2441: *Cashier’s check is the only check type accepted.*

Vendors Will Receive

- One vehicle parking pass and parking instructions
- Vendor ID badge (Up to 4 per vendor). Vendors must wear ID badge at all times to enter/exit Festival venues.

FESTIVAL DATES / VENDOR SET-UP TIMES

Set-Up Date	Load In / Set-Up Time	Doors Open to Public	Performance Begin	Vendor Type Location/Type	
Friday Sept 2	Load In 9:00 am	5:30 pm	6:30 pm	Outdoor food trucks 1309 Canton St	
Friday Sept 2	11:00 am	5:30 pm	6:30 pm	Indoor Concession / Merchandise Concourse Vendors	
Saturday Sept 3	10:00 am	12 Noon	1:00 pm	Outdoor Food Trucks	Arena Concession/Concourse Vendors
Sunday Sept 4	10:00 am	12 Noon	1:00 pm	Outdoor Food Trucks	Arena Concession/concourse Vendors

Arena Concession (food) and Arena Concourse (merchandise) vendors will set-up Friday, Sept 2 as noted above, and will sell items Friday evening, Saturday and Sunday.

2022 RJF VENDOR APPLICATION

Business Name _____

Vendor Contact Name _____

Address _____

City _____ State _____ Zip _____ Cell # _____

Email Address _____

MERCHANDISE & PRICE(S):

VENDOR TYPE: (check one).

_____ **Outdoor Food Truck**

_____ **Indoor Concourse Merchandise Table**

_____ **Indoor Concourse Merchandise Table (Non-Profit Organization)**

*Outside **FOOD TRUCK VENDORS** please note: *There is no parking space for personal vehicles on or near the festival site.* One parking pass will be provided for personal vehicle parking in the lower-level garage of the Kay Bailey Hutchinson Convention Center on Griffin Street. **Also note:** food truck vendors who use propane must be prepared to show the annual LPG (liquid, propane, gas) permit to the Dallas Fire Department Inspection Unit.

VENDOR RATES:

Outdoor – Food Truck \$1,800 (3 days) Friday evening, all day Saturday, Sunday

Indoor – Arena Concourse Merchandise Table \$1,000 (3 Days) Friday evening, all day Saturday and Sunday. Includes 10x10 space, 8 ft. skirted table, 2 chairs

Indoor – Arena Concourse Merchandise Table, Non-Profit \$600 (3 Days) Friday evening, all day Saturday and Sunday. Non-profit Vendors must present proof of non-profit status.

VENDOR GUIDELINES

The following are guidelines that you agree upon as a vendor of the Riverfront Jazz Festival. If you choose not to comply with these guidelines, the Riverfront Jazz Festival Management or security will ask you to leave the Festival site **without refund**.

VENDOR REQUIREMENTS

Vendors of the Riverfront Jazz Festival are required to provide the following:

- Completed Riverfront Jazz Festival Vendor Application (**pages 3, 6 only**)
- Food vendors: Temporary Special Event Food Permit (from City of Dallas Code Compliance)
- Copy of Comprehensive General Liability Insurance Certificate. (*Vendors are required to have a minimum of \$1,000,000 general liability insurance showing TBAAL as an additional insured with coverage being primary and non-contributory*).
- Merchandise-Only Vendors: copy of Texas Sales Tax Permit
- Food Truck Vendors must provide proof of auto insurance coverage, with a minimum \$1,000,000 (*Auto – Symbol 1 policy* showing TBAAL as an additional insured).
- Food/Beverage Concession Vendors must provide proof of insurance, minimum \$2,000,000 umbrella coverage in the form of a Certificate of Liability showing *The Black Academy of Arts and Letters 2022 Riverfront Jazz Festival* as an additional insured party and listing the Festival dates September 2 – September 4, 2022.

Note: It is the **sole responsibility** of the vendor to contact the City of Dallas Health Department regarding local and state requirements for selling goods and services at the 2022 Riverfront Jazz Festival.

PAYMENT

Vendor applications will not be accepted without payment. Payment forms are cash, credit card, or cashier's check. Payment deadline is 5 pm, **August 1, 2022**.

REFUND POLICY:

All Vendor space rentals are final. **No refunds**.

*Artists and programs are subject to change without notice. Projected festival attendees are only an estimate, **not a guarantee**.*

VENDOR SPACE, LOCATION and SALES

Outside Food truck vendors will be located on Akard Street and/or Canton Street and will pull-in Friday, Sept. 3 on a first-come, first-served basis. Vendors with unpaid vendor fees will not be permitted to enter the festival vendor parking area.

Merchandise vendors will be located inside the Kay Bailey Hutchison Convention Center Arena Concourse. TBAAL Riverfront Jazz Festival and its management team **does not guarantee sales** of any vendor and reserves the right to change vendor locations without notice in accordance with changes that are made to the Kay Bailey Hutchison Convention Center Arena. If banners are used, they must be free-standing banners. **No hanging banners** are allowed. Selling outside of vendor's approved space is not permitted under any circumstances. The space assigned at vendor check-in is the only space allotted. If a vendor realizes that additional space is required, the request must be made in advance, to The Black Academy of Arts and Letters, 214-743-2441 or membership@tbaal.org.

Additional space is contracted based on availability and vendors must pay for additional space, before sales are allowed.

INSIDE ARENA VENDOR TEARDOWN

All vendor, materials/equipment must be removed from the Kay Bailey Hutchinson Convention Center and placed in designated trash bins no later than midnight September 4th. Vendor tear-down begins immediately following the end of the final show/act on Sunday, September 4th. Any vendor that tears down vendor space prior to this time, without authorization, risks Vendor access denial in subsequent Festival years.

INSURANCE

Vendors are required to provide proof of general liability insurance. TBAAL Riverfront Jazz Festival, The Black Academy of Arts and Letters, Inc. nor The Kay Bailey Hutchinson Convention Center will be held liable for any vendor losses. Vendors operating motor vehicles on Convention Center property must provide proof of auto insurance coverage, minimum \$1,000,000 (Auto-Symbol 1 policy showing TBAAL as an additional insured). Food vendors are required to have a minimum \$2,000,000 umbrella policy. A copy of the vendor's insurance certificate specifically evidencing *The Black Academy of Arts and Letters 2022 Riverfront Jazz Festival* and coverage for the dates of **Sept 2 – Sept 4, 2022** is required as part of the application process. If the vendor does not have insurance, it must be purchased and the required documentation provided with Vendor Application. To inquire or purchase vendor insurance, contact your insurance company or Ronald Ward at tallman@ronniewardins.com or 214-358-5000.

UN-AUTHORIZED VENDOR PRODUCTS

Vendors are not allowed to offer in-door interactive attractions such as mechanical bulls, gyroscopes, bungee trampolines, climbing walls, or any illegal products or substances, etc.

ELECTRICITY

Vendors are responsible for electricity usage. Electrical cords and lights are not provided. Use of halogen lights in or around vendor space is prohibited.

INTERNET

The festival does not provide free Internet/Wi-Fi usage. Vendors must provide their own Internet/Wi-Fi.

GARBAGE/WASTE WATER/CLEAN-UP

Both indoor/outdoor vendors are responsible for cleaning their contracted vending area. Any vendor that leaves garbage in or around vendor space will be billed for its removal. There are no sewer connections at the Festival site. **Note:** There is an additional \$250 charge if TBAAL Riverfront Jazz Festival employees have to clean an assigned vendor area, or if vendor dumps materials in unauthorized locations.

LODGING/TRAVEL

All lodging and travel is the responsibility of the vendor. Arrival/departure dates are at vendor's discretion. Overnight vendor camping on Festival premises is prohibited, although food trucks will be secured and left in the designated barricade space. For hotel accommodation information, visit the hotels tab of this website at tbaalriverfrontjazzfestival.org

FOOD CARRY- INS, PETS, OUTSIDE SEATING

Vendors are not permitted to bring outside food and beverage carry-ins into the Festival. House pets are not allowed; although essential service animals are permitted. Though all Festival performances/acts are inside, a **limited** number of tables and chairs are set-up outside for food-truck vendor patrons.

WATER/ICE

Water and ice are vendors' responsibility.

SECURITY AND LIABILITY

TBAAL Riverfront Jazz Festival provides on-premises security throughout the weekend of the Festival but is not responsible for vendor theft, damage, or loss of property. This includes vendors, agents, employees, business invitees, visitors, and guests. Each vendor must carry appropriate insurance. Vendor materials should be packed away or secured each night. Vendors agree to hold TBAAL Riverfront Jazz Festival and/or any person, organization or corporation for whom TBAAL Riverfront Jazz Festival contracts, forever harmless of any and all damages or charges imposed for violations of any law or ordinance, whether occasioned by negligence of the vendors or those holding under the vendor. Vendors shall at all times protect, indemnify, and hold TBAAL Riverfront Jazz Festival and/or any person, organization or corporation for whom Riverfront Jazz Festival contracts, forever harmless against and from any and all losses, costs (including attorneys' fees), damage, liability, or expense arising from, or out of, or by reason of an accident or bodily injury of other occurrence to any person or persons, including the vendor, its agents, employees, and business invitees, which arises from or out of or by reason of said vendor's occupancy and of the vendor on premises or a part thereof. **Vendors are at all times responsible for their property.** Matters not covered in this agreement are subject to the decision of The Black Academy of Arts and Letters Management. If legal action must be taken, vendors will incur all legal fees.

2022 RIVERFRONT JAZZ FESTIVAL AGREEMENT

I have read and understand the terms and conditions for participation as a vendor at the 2022 Riverfront Jazz Festival. I agree to be a vendor at the aforementioned times based on my vendor type (Food truck Vendor, Arena Concession/Concourse Vendor). I agree to provide payment, permits and insurance along with my completed vendor application on or before **August 1, 2022. I understand that I will not be permitted to enter the festival as a vendor if I have not paid the vendor fee and provided the required permit / insurance verification.**

I further understand that this form is not a guarantee by *The Black Academy of Arts and Letters 2022 Riverfront Jazz Festival* that I will be accepted as a vendor at the 2022 Festival. I certify that all information contained in this application is true and accurate to the best of my knowledge.

PRINT LEGAL NAME _____

LEGAL VENDOR SIGNATURE _____ **DATE** ____/____/____