

# 2023 VENDOR APPLICATION



**Friday September 1, 2023 – Sunday September 3, 2023**  
**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](http://www.TBAALRiverfrontJazzFestival.org)  
For tickets, call (214) 743-2400 or visit [Ticketmaster.com](http://Ticketmaster.com)

**CURTIS KING**  
**FESTIVAL CREATOR & PRODUCER**

**Vendor Inquiries: Call 214.743.2441**

Or email [membership@tbaal.org](mailto: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 2023 Festival. (Vendor Requirements, page 4).
4. Email page 3 and 6 of the vendor application, permit, and insurance certificate to: [membership@tbaal.org](mailto:membership@tbaal.org). Use “2023 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 badges (up to 4 per vendor). Vendors must wear ID badges 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 Begins | Vendor Type Location/Type                                        |                                                      |
|-----------------|-----------------------|----------------------|--------------------|------------------------------------------------------------------|------------------------------------------------------|
| Friday Sept 1   | Load In 9:00 am       | 5:30 pm              | 6:30 pm            | <b>Outdoor food trucks<br/>AKARD Street Cutout (Friday only)</b> |                                                      |
| Friday Sept 1   | 1:30 pm               | 5:30 pm              | 6:30 pm            | Indoor Arena Concession vendors<br>Concourse Merchandise Vendors |                                                      |
| Saturday Sept 2 | 10:00 am              | 12 Noon              | 1:00 pm            | Outdoor Food Trucks                                              | Arena Concession Vendors,<br>Concourse Merch Vendors |
| Sunday Sept 3   | 10:00 am              | 12 Noon              | 1:00 pm            | Outdoor Food Trucks                                              | Arena Concession Vendors,<br>Concourse Merch Vendors |

Concession food vendors and concourse merchandise vendors will set-up Friday, Sept 1 as noted above, and will sell merchandise Friday evening, all-day Saturday and all-day Sunday.

# 2023 RJF VENDOR APPLICATION

Business Name \_\_\_\_\_

Vendor Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell # \_\_\_\_\_

Email Address \_\_\_\_\_

## MERCHANDISE & PRICE(S):

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VENDOR TYPE: (check one).

\_\_\_\_\_ **Outdoor Food Truck**

\_\_\_\_\_ **Indoor Merchandise Table**

\*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, all day Sunday

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

## 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 2023 Riverfront Jazz Festival* as an additional insured party and listing the Festival dates September 1 – September 3, 2023.

**Note: It is the sole responsibility of each vendor to contact the City of Dallas Health Department regarding local and state requirements for selling goods and services at the 2023 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, 2023**.

## REFUND POLICY:

All Vendor space rentals are final. **No refunds**. The festival will take place, rain or shine. *Artists and programs are subject to change without notice. Projected festival attendees are only an estimate, **not a guarantee**.*

## VENDOR SPACE, LOCATION and SALES

Outdoor Food truck vendors will be located on Akard Street and/or Canton Street and will pull-in Friday, Sept. 1 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 a vendor's paid 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 needed, the request must be made in advance, to The Black Academy of Arts and Letters, 214-743-2441 or [membership@tbaal.org](mailto: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 3<sup>rd</sup>. Vendor tear-down begins immediately following the end of the final show/act on Sunday, September 3<sup>rd</sup>. 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 2023 Riverfront Jazz Festival* and coverage for the dates of Sept 1 – Sept 3, 2023 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](mailto: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. Vendors who use electricity may receive an invoice from KBH Convention Center.

### **INTERNET**

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

### **GARBAGE/WASTE WATER/CLEAN-UP**

All vendors are responsible for cleaning their contracted vending area. Vendors will be billed for trash removal. There are no sewer connections at the Festival site. **Note:** There is an additional \$250 charge for cleaning assigned vendor areas, 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 barricaded space at the end of each night.

**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 outdoors on Canton Street 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.

**2023 RIVERFRONT JAZZ FESTIVAL AGREEMENT**

I have read and understand the terms and conditions for participation as a vendor at the 2023 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, 2023. 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 2023 Riverfront Jazz Festival* that I will be accepted as a vendor at the 2023 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** \_\_\_\_/\_\_\_\_/\_\_\_\_