

# 2025 VENDOR APPLICATION



**Friday August 29, 2025 – Sunday August 31, 2025**  
**Labor Day Weekend in Dallas**

Temporary Location:

**DALLAS FAIR PARK**

3800 Parry Avenue, Dallas, TX 75226

For Jazz Festival information visit: [www.TBAALRiverfrontJazzFestival.org](http://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](mailto:membership@tbaal.org)

## VENDOR PROCESS AND APPLICATION REQUIREMENTS

1. Review vendor requirements
2. Complete vendor application
3. Obtain Certificate of Insurance from your insurer for the three-day Festival or contact insurer on page 5 of this document to obtain insurance. Please ensure “The Black Academy of Arts and Letters” is listed as the **Certificate Holder** on your policy.
4. Email pages 3 & 7 of this application, with insurance certificate to: [membership@tbaal.org](mailto:membership@tbaal.org). Use “**RJF VENDOR 2025**” as the subject. Or deliver documents and payment to 1309 Canton Street, Dallas, TX 75201 **before July 15**.
5. Food Truck vendors - Request festival letter of invitation by phone 214.743.2441 or email: [membership@tbaal.org](mailto:membership@tbaal.org) to send to the City Consumer Health Division
6. Pay Vendor Fee (**Application Deadline is Tuesday, July 15**).
  - **Pay By Phone** with credit card (214) 743-2441
  - **Pay In Person** with cash, cashier’s check or credit card at 1309 Canton Street. Ask for Ms. Cunningham with Riverfront Jazz Festival vendors.

### Festival Vendors Will Receive:

- **ONE** vehicle parking pass and parking instructions
- **Vendor ID badges** (up to 4 per vendor). Vendors must always wear ID badges to enter/exit Festival venues.
- **Festival booth space** (10x10) for three days

### FESTIVAL DATES / VENDOR SET-UP TIMES

Set-Up Date	Load In / Set-Up Time	Doors Open to Public	Performance Begins	Tear Down Time	Vendor Type Location/Type	
Friday Aug 29	Load-In 10:00 am	5:30 pm	7:00 pm	10:30 pm	Outdoor <b>food trucks</b> will be on the North side of the Esplanade Fountain and may prepare for lunchtime walk-ups. Trucks will remain in place until Sunday night	
Friday Aug 29	1:30 pm	5:30 pm	7:00 pm	10:30 pm	Indoor Concession Vendors Indoor Merchandise Vendors	
Saturday Aug 30	10:00 am	12 Noon	1:00 pm	10:30 pm	Outdoor Food Trucks	Indoor Concession Vendors, Concourse Merch Vendors
Sunday Aug 31	10:00 am	12 Noon	1:00 pm	10:30 pm	Outdoor Food Trucks	Indoor Concession Vendors, Concourse Merch Vendors

# 2025 JAZZ FESTIVAL VENDOR APPLICATION

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

Address \_\_\_\_\_

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

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

## PRODUCTS and PRICES:

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**VENDOR TYPE:** (check one).

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

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

\*Please note: There is designated vendor parking for vendors at the festival site. One parking pass will be provided for each vendor in the designated vendor parking area. **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 on Friday upon arrival.

## VENDOR RATES:

**Outdoor – Food Truck \$2,000** (3 days) Friday evening, all day Saturday, all day Sunday.

**Indoor – Merchandise Vendor \$1,000** (3 Days) Friday evening, all day Saturday, all day Sunday located in Automobile or Centennial building. Each merchandise vendor space is 10x10 with 8 ft. (un-skirted) table and two chairs.

**Non-Profit Merchandise Vendor \$650** (3 Days) Friday evening, all day Saturday, all day Sunday located in Automobile or Centennial building. Each nonprofit vendor space is 10x10 with 8 ft. (un-skirted) table and two chairs.

## VENDOR GUIDELINES

The following are guidelines in which you agree 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:

- **All vendors** – complete pages 3, 7 of the Riverfront Jazz Festival Vendor Application.
- **Confirmed Food vendors:** Temporary Special Event Food Permit (from City of Dallas Code Compliance).
- **Merchandise vendors** - Copy of Comprehensive General Liability Insurance Certificate. (Merchandise 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).
- **Nonprofit Merchandise Vendors:** Texas Sales Tax Permit, Insurance Certificate.
- **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).
- **Confirmed 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 2025 Riverfront Jazz Festival** as an additional insured, with Festival dates listed as **August 29 – August 31, 2025**.

**NOTE:** It is the sole responsibility of each food vendor to contact the City of Dallas Health Department (214.670.8083) regarding local and state requirements for selling edible goods at the 2025 Riverfront Jazz Festival.

## VENDOR PAYMENT

You may email your vendor application to [membership@tbaal.org](mailto:membership@tbaal.org) and call 214.743.2441 to make payment. Acceptable payment forms are cash, credit card, or cashier's check. The vendor payment deadline is 5 pm, **July 15, 2025**.

## REFUND POLICY:

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

## VENDOR SPACE, LOCATION and SALES

Outdoor Food truck vendors will be in the open area north of the Esplanade Fountain and will pull-in Friday, Aug 29 on a first-come, first-served basis. Vendors with un-paid vendor fees will not be permitted to enter the festival vendor parking area.

Merchandise vendors will be located inside the Automobile or Centennial building. After payment and confirmation, each merchandise vendor will be given a packet of information with vendor festival information included. If banners are used, they must be free-standing banners only. **No hanging banners** are permitted. Selling outside of your paid vendor space is prohibited under any circumstances. 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 Dallas Fair Park. The space assigned at vendor check-in is the only space allotted each vendor. If a vendor realizes additional space is needed, the space may be contracted based on availability. Vendors must pay for additional space before sales are allowed.

#### **INSIDE ARENA VENDOR TEARDOWN**

All vendor, materials/equipment must be removed from the vendor display booths and placed in designated trash bins no later than midnight August 31<sup>st</sup>. Vendor tear-down begins immediately following the end of the final act on Sunday, August 31<sup>st</sup>. Vendors who tear down prior to this time, without prior consent, risk Vendor participation 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 2025 Riverfront Jazz Festival and coverage for dates Aug 29 – Aug 31, 2025, is required as part of the application process.** If a 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. Vendors who require electricity, please contact 214.743.2441 for instructions.

#### **INTERNET**

The festival does not provide free Internet/Wi-Fi usage.

#### **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**

Lodging and travel are the vendor's responsibility. Arrival/departure dates are at vendor's discretion. Overnight vendor camping on Festival premises is prohibited, although food trucks are 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.

### **WATER/ICE**

Water and ice are vendors' responsibility and are not provided by the Festival.

### **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.

## **2025 RIVERFRONT JAZZ FESTIVAL AGREEMENT**

I have read and understand the terms and conditions for participation as a vendor at the 2025 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 **July 15, 2025. 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 and insurance verification.** I further understand that this form is not a guarantee that I will be accepted as a vendor at the 2025 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**\_\_\_\_/\_\_\_\_/\_\_\_\_