

2024 VENDOR APPLICATION



Friday August 30, 2024 – Sunday September 1, 2024
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 PROCESSES AND APPLICATION REQUIREMENTS

1. Review vendor requirements
2. Complete vendor application
3. Request invitation letter by phone 214.743.2441 or email: membership@tbaal.org
4. Obtain Special Events Permit from the City of Dallas
5. Obtain Certificate of Insurance from your insurer, or insurer referenced on page 5
6. Email only page 3 and 6 of the vendor application, festival permit, and insurance certificate to: membership@tbaal.org. Use “**RJF VENDORS 2024**” as the subject.
Or you may deliver documents and payment to 1309 Canton Street, Dallas, TX 75201.
5. Pay Vendor Fee:
 - **In Person** with cash, cashier’s check or credit @ TBAAL Box Office, 1309 Canton Street, Dallas, TX 75201
 - **By Phone** via credit card (214) 743-2441

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 for three days

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 Aug 30	Load In 9:00 am	5:30 pm	6:30 pm	Outdoor food trucks @AKARD Street Cutout, prepare for lunchtime walk-ups	
Friday Aug 30	1:30 pm	5:30 pm	6:30 pm	Indoor Arena Concession vendors Concourse Merchandise Vendors	
Saturday Aug 31	10:00 am	12 Noon	1:00 pm	Outdoor Food Trucks	Arena Concession Vendors, Concourse Merch Vendors
Sunday Sept 1	10:00 am	12 Noon	1:00 pm	Outdoor Food Trucks	Arena Concession Vendors, Concourse Merch Vendors

Concession food vendors and concourse merchandise vendors will set-up Friday, **August 30** as noted above, and will sell merchandise Friday evening, all-day Saturday, and all-day Sunday.

2024 JAZZ FESTIVAL VENDOR APPLICATION

Business Name _____

Vendor Contact Name _____

Address _____

City _____ State _____ Zip _____ Cell # _____

Email Address _____

PRODUCTS and PRICES:

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 on Friday morning upon arrival.

VENDOR RATES:

Outdoor – Food Truck \$1,950 (3 days) Friday evening, all day Saturday, all day Sunday

Indoor – Merchandise Vendor Table \$1,750 (3 Days) Friday evening, all day Saturday, all day Sunday. Each merchandise vendor space is 10x10 with 8 ft. skirted table and two 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 2024 Riverfront Jazz Festival as an additional insured party and listing the Festival dates August 30 – September 1, 2024.

NOTE: It is the sole responsibility of each vendor to contact the City of Dallas Health Department (214.670.8083) regarding local and state requirements for selling goods and services at the 2024 Riverfront Jazz Festival.

VENDOR PAYMENT

Vendor applications will not be accepted without payment. Payment forms are cash, credit card, or cashier's check. Payment deadline is 5 pm, **July 31, 2024**.

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 attendees are only an estimate, **not a guarantee**.

VENDOR SPACE, LOCATION and SALES

Outdoor Food truck vendors will be located on Akard Street or Canton Street and will pull-in Friday, Aug 30 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 Kay Bailey Hutchison Convention Center Arena concourse. 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 changes made by the Kay Bailey Hutchison Convention Center. 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 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 1st. Vendor tear-down begins immediately following the end of the final show/act on Sunday, September 1st. Vendors who tear down prior to this time, without prior consent, risk Vendor participation 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 2024 Riverfront Jazz Festival and coverage for the dates of Aug 30 – Sept 1, 2024, 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 use electricity may receive an invoice from KBH Convention Center.

INTERNET

The Festival does not provide free Internet/Wi-Fi usage; however, the Kay Bailey Hutchinson Convention Center does have free Wi-Fi. From the settings in your phone, click "free wi-fi," enter and confirm your email address and you can be connected.

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 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. Though all Festival performances/acts are inside, a **limited** number of tables and chairs are set-up outdoors on Canton Street only, for food-truck vendor patrons.

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.

2024 RIVERFRONT JAZZ FESTIVAL AGREEMENT

I have read and understand the terms and conditions for participation as a vendor at the 2024 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 31, 2024. 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 by The Black Academy of Arts and Letters 2024 Riverfront Jazz Festival, that I will be accepted as a vendor at the 2024 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** ____/____/____