mayor brown presents JACKSONVILLE jazzfestival MAY 24–27 2012

2012 JACKSONVILLE JAZZ FESTIVAL FOOD VENDOR APPLICATION

APPLICATION DEADLINE IS FRIDAY. MARCH 23. 2012.

Event Hours, Locations and Fees:

- $1,500- Vendor dates for the Jacksonville Jazz Festival are May 25-27, 2012.

Hours include:	Friday, May 25	4-10pm
	Saturday, May 26	11am-11pm
	Sunday, May 27	11am-8pm

Once an applicant is accepted, they will have five (5) business days to submit the following:

1. Duval County Business Tax Receipt. This can be obtained from the Duval County Tax Collector's Office. (904) 630-1916 option 3.
2. $1 million general liability insurance policy listing the City of Jacksonville as additional insured.

   In the description of goods & services box:

   City of Jacksonville is listed as additional insured.
   Event: 2012 Jacksonville Jazz Festival/May 25-27, 2012/Downtown Jacksonville

   In the Certificate Holder Box:

   City of Jacksonville Office of Special Events
   117 W. Duval Street, Suite 280
   Jacksonville, FL 32202
3. Pad fee (listed on application) in a cashier's check or money order made payable to the City of Jacksonville. NO PERSONAL OR BUSINESS CHECKS.
4. Electrical fee in a cashier's check or money order made payable to the City of Jacksonville.($25 per quad per day)

Applicants will NOT be allowed to set up until all payments and documents are received.

Additionally, you must have a Department of Business and Professional Regulation Business License. This can be obtained onsite at the event.

Payment is to be made by Cashier's Check or Money Order made payable to the City of Jacksonville. **No personal or company checks will be accepted.**

Pad fee includes a 15x15 space, one 15x15 tent, one 10'x 2' banner, one menu board, two 8' tables, and two chairs. Additional tables and chairs can be purchased at a rate of $15 per table and $5 per chair. *All booth operations are subject to periodic inspections to ensure compliance of all applicable codes, rules, and regulations.*

No BEVERAGES, other sponsor signage, or additional signage is allowed in your booth space. No third-party sponsors. All temporary permits must be maintained and displayed at all times on the property for which the temporary permits are granted.

Read the attached rules and guidelines very carefully. Not complying with any of the attached regulations may be grounds for temporary or permanent suspension from future events produced by the City of Jacksonville. There are **NO** refunds or discounts if the qualified approved vendor elects to withdraw as a vendor or does not comply as stated above.

COMPANY INFORMATION

Company Name: _____

Contact Name: _____

On-Site Contact Name: _____

Address: _____

City _____ **State** _____ **Zip** _____

Office Number: _____ **Fax:** _____

Home: _____ **Cell:** _____

E-mail Address: _____

MENU

Please fill out menu completely and must include pricing. Only approved menu items may be sold. Vendor is limited to eight (8) items on the menu. The City of Jacksonville reserves the right to remove any menu items from the vendor's menu application. **NO BEVERAGES can be sold. No substitute menus.** Menu submission is final and will be printed accordingly.

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BANNER

One banner (10' x 2") will be printed for you by the Office of Special Events. Please list your business name as you would prefer to have it printed.

_____

REFERENCES

Please list three (3) event references. References must include a contact name, phone number, date and name of event. References should reflect events having served more than 10,000 customers**. References SHOULD NOT include past City of Jacksonville events.** List events participated in with the specifics outlined.

Name of Event	Event Contact/Number	Date of Event	Number of Customers Served Per Day

PARKING FOR STANDARD VEHICLES

Date	Number of Employees	Number of Parking Passes (1 per every 4 employees)
May 25-27, 2012		

***Please specify parking needs outside that for standard vehicles (IE. U-haul or truck parking). Parking arrangements for non-standard vehicles must be made in advance. Please note: One standard parking space required one parking pass. If you have a car and a trailer you would require two parking passes. Please note parking accordingly.

***Due to parking limitations, all parking requests may not be accommodated.

ELECTRICAL REQUIREMENTS

This information may be found on the manufacturer's nameplate. Please provide the information requested below for **every** piece of equipment requiring electricity. **NO** power will be available for refrigerated trucks.

1. The city will provide power within 10 feet of the vendor space. Any extension cords needed to move items within the vendor space must be provided by the vendor.

2. **All vendors will provide their own lighting (clip lights, etc.)**

3. The vendor will provide the following information. If this information is not provided, it may result in the city not being able to provide power to your booth space.
   a. Type of Equipment
   b. Voltage Requirement
   c. Amperage or Wattage
   d. Example**:** Heat Lamp 120 volts, 1500 watts / amps

4. The standard types of plugs on equipment used by the City are as follows:
   A. 115/125 volt – 15 and 20 amp plugs
   B. 250 volt – 20 amp plugs
   C. 3-prong and 4-prong dryer plugs
   D. 3-prong and 4-prong range plugs

5. **DAILY RATES**-This fee must be paid at the time of vendor acceptance.
   $ 25- per Quad Box per day (two- 110 volt/20 amp circuits or one- 240 volt/20 amp circuit)
   $ 50- per Range/Stove Outlet per day (one- 240 volt/50 amp circuit)

6. Should any piece of electrical equipment go missing during the event, the vendor is financially responsible in replacing it. Should the vendor not compensate the City of Jacksonville, the vendor may be dismissed from participating in future events with the City of Jacksonville.

ELECTRICAL REQUIREMENTS

Equipment	Voltage	Watts/Ampere
Total Quads Needed:		

Please list any other special requirements:

_____

_____

_____

PLEASE NOTE: A vendor's permit may be either temporarily suspended or permanently revoked if he or she is deemed negligent of any of the rules and guidelines. Additionally, temporary or permanent revocation may occur if ANYONE (vendor, sponsor, partner, etc.) is observed under the influence of a controlled or uncontrolled substance, is abusive or rude to citizens, is uncooperative to event personnel, creates a disturbance and/or displays conduct which would poorly reflect on the image of the event organizers.

SIGNATURE

Food Vendor Signature _____ Date _____

OFFICE USE ONLY:

Received By: _____

Date: _____

VENDOR CONTRACT RULES AND REGULATIONS

1. In the event that you are selected to participate as a vendor, there will be a **mandatory** vendor meeting on Tuesday, May 22 at 3:00PM at the Special Events Office. The site plan, credentials, and parking passes will be distributed at that time. A representative from your company is REQUIRED to attend this briefing or make arrangements to get the information before setting up.
2. There will be a flat pad fee to participate in this event. This fee is determined by the City of Jacksonville based on the amount of hours and/or days that vendors will be operational.
3. The pad fee is paid directly to the Office of Special Events and is sold only to the company/individual named on the occupational license. The space cannot be sublet, subleased or otherwise resold to another vendor without the written permission from the Director of Special Events.
4. **All pad fees must be made payable to the City of Jacksonville Office of Special Events and be in the form of cashier's check or money order. Cash will also be accepted as a form of payment.**
5. The City of Jacksonville Office of Special Events will provide vendors with one (1) 15x15 space, (1) 15x15 tent, (1) 10'x2' banner, (1) menu board, (2) 8 ft. tables, (2) chairs.
6. All items must be contained WITHIN the given pad space. Should a vendor extend beyond their assigned space they will be charge an additional fee. Vendor space MUST be in a neat and workable condition.
7. The City of Jacksonville will provide participating food vendors with all proper signage. Only signage produced by the City of Jacksonville may be displayed during an event. This signage MUST NOT be altered in any way.
8. Tents must be clear of all soot, grease, and debris at the conclusion of the event. Any tents found to be left unclean by the vendor will result in a $100 cleaning fee.
9. Food vendors using grease or producing grease by-product in their operation must use the grease receptacle provided. Any food vendor found dumping grease on the ground or any other area on the event property will bear the responsibility of cleaning and payment for any damage caused. Food vendors must also prevent grease from staining or causing damage in their respective area. Vendors are encouraged to use floor protection in their given areas. Any cleaning or repairs will be at the expense of the vendor.
10. All food vendors must be completely set-up and ready for inspection no later than 60 minutes prior to the start of the event. All vehicles must be removed from the event set-up two hours prior to the start of an event and must use assigned parking/space.
11. The City of Jacksonville Office of Special Events is not responsible for lost products or merchandise due to inclement weather or other acts out of our control.
12. Only full-service restaurants, fast food and licensed food vendors will be considered for participation in this event.
13. Participants must adhere to all rules and regulations set forth in this document and City Ordinances 93-1761-1390 and 2004-429-E.
14. All vendors who have three (3) or more employees must provide a copy of Workers Compensation insurance with liability limits of $100,000.
15. Participating food vendors must comply with the rules and regulations of the State of Florida Health Department and other governmental agency with jurisdiction over the City of Jacksonville Office of Special Events.
16. Vendors must be identified at the event by the name used at the principle place of business.
17. All arts and crafts vendors must submit photographs of their merchandise. **Only approved merchandise can be sold.**
18. Only **approved menu items** listed on the application may be sold. Only participants with written approval by the City of Jacksonville Director of Special Events may sell non-food items (cups, t-shirts, aprons, etc.).
19. The City of Jacksonville Director of Special Events must approve, in advance, any promotional items given away at the event No marketing efforts or materials with vendor logos may be used.

20. No roaming vendors will be permitted, unless otherwise approved by the Director of Special Events prior to the event.
21. **No trailers will be permitted**.
22. No items may be served in a glass container of any kind.
23. The majority of food preparation should take place at the food vendors' normal place of business.
24. Participants will be responsible for securing and/or paying for any special permits that may be required by the City of Jacksonville or any other governmental agency.
25. The City of Jacksonville is looking forward to a profitable venture for all participants. Vendors will keep 100% of the sales.
26. Food vendors must supply all food-service equipment necessary for the operation of their respective booths. Service equipment must be in good working order.
27. Food vendors must obtain all of their own supplies and sanitary eating utensils. Vendors may not contact any ready-to-eat food with their bare hands immediately prior to service and MUST use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves or dispensing equipment.
28. The City of Jacksonville Office of Special Events does not supply extension cords or multiple-outlet receptacles. Vendors must provide lighting and extension cords. Vendors using bottled gas must adhere to all restrictions specified by the Fire Marshall.
29. There will be no open fires. A minimum 2A-10BC classification fire extinguisher is required for ALL booths. A minimum 40BC is required if grease-laden vapors are produced.
30. Illegal vehicle, trailer, or RV parking is subject to any towing regulations enforced through the City of Jacksonville. The Office of Special Events will not be responsible for any loss or towing fees incurred by the vendor's negligence.
31. Vendor selection will be subject to a thorough reference check and is contingent upon menu/merchandise type appropriate to the event. This includes multiple vendors wanting to sell the same products such as hot dogs, hamburgers, t-shirts, etc. For example, if the first three vendor applicants sell the exact same item, only the first will be accepted regardless of actual application received date.
32. At no time is a vendor allowed to use an event logo without prior written approval from the Director of Special Events.
33. Vendors will NOT be permitted to serve or sell alcoholic or non-alcoholic beverages of any kind.
34. The City of Jacksonville strives to produce the best opportunities for all vendors and partners with our events. Our office aims for all vendors to have an equal opportunity and positive experience in every event we produce. In the past year, it has come to our attention that there have been disruptions incited by vendors at various events. Should our office receive multiple reports on a vendor disrupting an event or harassing other vendors, that vendor shall be excused from the event and all future events produced by the City of Jacksonville Office of Special Events. We are striving to make every event with our office a positive experience for all involved. Any vendor that violates any of the aforementioned rules and regulations will be deemed in breech of this contract and will be banned from all future opportunities with our office.

EVENT SET-UP AND FORFEIT POLICY

1. It is the responsibility of the vendor to read the Event Guidelines and Rules & Regulations to ensure you understand what is expected during this event. **You must sign the compliance agreement** that can be found at the end of this document stating that you agree to comply with all rules and regulations associated with this event.
2. All selected vendors are required to be ready for booth inspection no later than one (1) hour prior to the start of the event.
3. The City of Jacksonville Office of Special Events will determine the location of each booth. If you choose to withdraw from participation based on booth location, you will forfeit all fees associated with this space.

5. Applicant's signature on the vendor application releases and forever discharges the City of Jacksonville and all sponsoring organizations and their elected officials, directors, employees, agents and volunteers from any responsibility, personal liability, or claims of loss or damage. The City of Jacksonville is not responsible for any injury sustained by vendors, their personnel or guests.
6. Please note that overnight security will be provided. However, the City of Jacksonville is not liable for any lost, stolen, or damaged property. **Your booth space and all items must be cleared out immediately following the event.** No security will be provided after the event.
7. Any vendor who does not comply with **all** of the rules associated with this event will be asked to leave immediately and will forfeit their pad fee, as well as any opportunity to participate in future events.

INSURANCE, OCCUPATIONAL LICENSE, AND BUSINESS LICENSE

1. Food vendors will be required to provide a copy of a Comprehensive General Liability policy with liability limits of $1,000,000 per occurrence and $1,000,000 aggregate. The City of Jacksonville must be named as the additional insured on the policy. **Arts and crafts vendors do not need this policy.**
2. All vendors are required to provide the City of Jacksonville Office of Special Events a copy of their Duval County Business Tax Receipt. A Business Tax Receipt can be purchased from the Duval County Tax Collector's office. For more information, please call (904) 630-1916.
3. Food vendors are required to provide a copy of their Department of Business & Professional Regulation (DBPR) business license. The DBPR will be on-site during the event to inspect all booths. This license can be acquired onsite the day of the event. Please refer to the next section regarding DBPR licensing information.

DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION (DBPR)

Licensing and inspection will begin at the time of set-up or the first day of operation and continue until completed. A completed copy of the attached DBPR HR Form 7029 Application for a Temporary Event Vendor License and payment of the license fee is required at the time of licensing. A Florida business check, cashier's check or money order is the only form of payment accepted.

Current Temporary Event License Fees:

1-3 day event: 91.00
4-30 day event: 105.00
Annual: 1000.00

Compliance with the guidelines set forth in DBPR HR Form 5030-034 (attached) is required. Please contact the Jacksonville District Office through our Customer Contact Center at 850.487.1395 between 8 AM and 5 PM Monday through Friday for any questions or concerns. We wish you the best of luck and success in your venture.

Contact information:

Department of Business and Professional Regulation
Division of Hotels and Restaurants
7960 Arlington Expressway, Suite 610
Jacksonville, FL 32211
(850) 487.1395
(904) 727.5558 fax

APPLICATION DEADLINE IS FRIDAY, MARCH 23, 2012.

COMPLIANCE AGREEMENT

By signing this document, I am accepting full responsibility of the rental tent provided. Should any damage incur during Jacksonville Jazz Festival, I will be solely responsible for any costs associated with repair and/or replacement. I also acknowledge that the banner provided by the City of Jacksonville is hereby property of the City of Jacksonville. Should the banner incur any damage or not be returned, I will be charged $50.00 for replacement.

I agree to represent my company and/or send a representative in my behalf to the mandatory vendor meeting. Additionally, if a representative is not present at the vendor meeting, I understand that my vending space as well as all fees could be forfeited.

I understand that roaming overnight security will be provided and the City of Jacksonville will not be held liable/responsible for any lost, stolen or damaged property. I understand that I must be completely loaded out by 11:59 p.m. on Sunday, May 27, 2012.

I understand that should I not adhere to these aforementioned regulations, the City of Jacksonville has the right to deny my company participation in future events. I have read, fully understand, and agree to comply with all rules, guidelines, and regulations set forth for World of Nations Celebration.

_____

Name of Company

_____

Signature of Vendor Representative Date

Please return this **signed** document with completed application. Signature is required prior to acceptance into 2012 Jacksonville Jazz Festival.

OFFICE USE ONLY:

Received By: _____

Date: _____