

# 2011 VENDOR INFORMATION



THE CRAFTS MARKET AT THE SALEM JAZZ AND SOUL FESTIVAL  
SAT., AUG. 20. & SUN., AUG. 21, 2011  
167 FORT AVE., SALEM WILLOWS, SALEM, MA

The Salem Jazz and Soul Festival's fifth year will feature some of the region's finest musicians. **The Festival will also host a Crafts Market featuring 30-40 exhibitors.**

## Exhibitor Info:

- Expected attendance is 2,000+ per day.
- Selling hours are 11:30 am - 6:30 pm daily.
- All spaces are 10' X 10'.
- No electricity or covering provided.
- Show is juried and categories are limited.
- Original work given first preference but some imports are permitted.
- First Jury date is 7/1/11 but early acceptance will be considered upon request. Applications will be accepted until show is full.

**Fees:** Fees for booth space are \$60 for one day of the event, or \$100 for two days. There are no shared booth spaces available. You need to provide your own tables, chairs and tent (if needed). Fees are required and non-refundable upon acceptance into the Festival's crafts market. Fees must be included with application as a separate payment. Should you not be accepted, your deposit will be returned.

**Other:** Please see "Vendor Guidelines" (pages 2 and 3) for full details on logistics, policies and regulations.

(Please cut along this line—save top portion for your records)

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## EXHIBITOR APPLICATION-SALEM JAZZ AND SOUL FESTIVAL-SALEM 2011

NAME: \_\_\_\_\_ DAY(S) EXHIBITING: SAT / SUN

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Website where work can be viewed (or include photos/photocopies – these will not be returned):

<http://> \_\_\_\_\_

TYPE OF CRAFT OR EXHIBIT (Be Specific)

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## Please Enclose:

- 1) 3 slides or photos of work for jury and/or website where work can be seen
- 2) Self addressed stamped envelope with sufficient postage for return of deposit
- 3) Check for booth fee **made payable to Salem Jazz and Soul Festival** (required of all applicants)

**Mail these materials to: Sarah Corbett, 94 Leach Street, Salem, MA 01970**

**Or contact [vendors@salemjazzsoul.com](mailto:vendors@salemjazzsoul.com) to make arrangements to drop off materials in person.**

By signing below, you acknowledge that once accepted into the Festival's 2011 crafts market, your booth fee is non-refundable. We are happy to work with you if you need to make other payment arrangements.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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## VENDOR GUIDELINES

Exhibitors participating in Salem Jazz and Soul Festival will be responsible for all the conditions and rules listed below. Any violation of these conditions, or any other condition imposed by staff members at the event, will be cause for removal without a refund.

**Qualifications:** We encourage all artists and crafters to apply. Items for sale should be professionally presented. The Salem Jazz and Soul Festival Committee reserves the right to reject any application without further explanation.

**Fees:** Fees for booth space are \$60 for one day of the event, or \$100 for two days. There are no shared booth spaces available. You need to provide your own tables, chairs and tent (if needed) for the day of the event.

**Weather:** The event will be held Rain or Shine unless there are very severe weather problems, in which case we will cancel the day's events. If there is severe weather predicted on these dates, please check our website for updates the day prior and morning of the event. We encourage exhibitors to bring their own tents.

**Space:** Spaces are assigned based on date of receipt. The use of the location is restricted to the artist(s) to whom it is assigned. We encourage exhibitors to make their space as attractive as possible. Spaces must be left clean when leaving.

**Set Up and Dismantling:** Set up begins at 8am on the day of the Festival. All booths must be set up by 11:00 am - - one half hour before Festival events begin. Exhibitors must remain, and displays must be set up for the duration of the Festival. Dismantling may begin at 6:30 pm. We are not responsible for any items you leave overnight – you must take down your tent/set-up and goods, or you are solely responsible for any losses or damage to your property.

**Insurance:** The Festival does not provide insurance to exhibitors. Artists are encouraged to have their own insurance for protection of the items for sale.

**Sales Tax:** Artists are responsible for all Massachusetts sales taxes associated with their sales.

**Exhibitor Conduct:** The Salem Jazz and Soul Festival reserves the right to ask any exhibitor to leave (without reimbursement of fees) if the conditions described herein are not met.

**Waiver of Liability:** Exhibitors participate at their own risk and are subject to all rules and regulations as described in these guidelines. Exhibitors expressly agree that Salem Jazz and Soul Festival, The City of Salem, Salem Jazz and Soul Festival Committee and all its volunteers, sponsors and participants will not be responsible for any loss or damage to exhibitor's vehicle, merchandise and /or displays caused by fire, flood, theft, weather, or any other elements of nature or man. Exhibitors also agree to institute no legal proceeding for personal injuries, or property damage arising from an accident causing injury to the exhibitor, exhibitor's employees, exhibitor's merchandise and/or exhibitor's display. Salem Jazz and Soul Festival reserves the right to make final interpretation of all rules and guidelines.

**Promotion:** The Salem Jazz and Soul Festival will actively approach all media and will do its utmost to promote attendance. Salem Jazz and Soul Festival encourage all exhibitors involved to do their own promotion as well.

**For more information please contact Sarah Corbett at <mailto:vendors@salemjazzsoul.com> or 978-335-7696.**