



# Capitol Hill Jazz Foundation 2017 Hillfest DC Jazz Festival Music Vendor Application and Guidelines

Friday October 6, 2017 11am to 3pm Eastern Market North Hall  
Saturday October 7, 2017 10am to 6pm Garfield Park

*Thank you for your interest in becoming a 2017 Hillfest DC Vendor!*

**Event Summary.** The Capitol Hill Jazz Foundation will hold its inaugural Hillfest Jazz Festival on October 7, 2017. This festival will support arts advocacy on behalf of Washington D.C. Jazz musicians. Supplementary events will be held October 4 through October 6, 2017. On Friday October 6, 2017, music vendors will participate in an expo in Eastern Market North Hall. This expo will serve as a focused event to sell goods and services to D.C. Jazz Musicians. On Saturday, music and food vendors will participate in the Hillfest DC Jazz Fest event in Garfield Park.

## **Vendor Rules and Regulations**

- These events are held RAIN OR SHINE.
- Friday Hours: load-in/setup 9am-11am. Expo 11am-3pm. Break down/clean up 3-5pm.
- Saturday Hours: 8am-10am load-in/setup. Fest 10am-6pm. Breakdown/clean up 6-8pm.
- Each vendor is responsible for their own display materials. Tables, chairs and tents are NOT provided. Only vendors accepted into the 2017 Hillfest DC are permitted to participate. Subletting, selling or giving space to anyone is not permitted.
- All work and displays must stay within your designated spot. No boxes, extra merchandise or debris should be visible.
- The assigned area must be kept clean throughout the event and be left spotless afterwards. No soliciting merchandise or services.
- Vendors must participate both days for the full duration of the event. Unless prior approval is granted, those who fail to participate for the full duration of the show will be banned for one year from future shows.
- Rude, obscene or abusive language and/or threatening or actual physical restraint and/or abuse of another vendor, staff or general public is strictly prohibited and will result in immediate removal and banishment from participation in future events.
- Do not distribute material outside of your designated booth space or loudly solicit visitors into your exhibit space. Amplified music is not permitted, with the exception of entertainment contracted by the Capitol Hill Jazz Foundation.
- Vendor must have goods available to sell at the event. For vendors hoping to advertise their services, sponsorship opportunities are available.
- All local laws must be followed.
- Vendors may use on street parking and are responsible for any parking costs and fees.

**Fees and Payments.** Please include payment in full with application. You will not receive booth number until payment is made in full.

- Vendor registration fees are: \$100 per day
- If paying with credit card, please visit <http://www.capitolhilljazzfoundation.org/>.
- If paying with cash or credit card, email [info@capitolhilljazzfoundation.org](mailto:info@capitolhilljazzfoundation.org) to make payment arrangements.

Checks will be deposited upon receipt. Please note that a deposited check does not equal acceptance into the event. Booth fee payments will be returned in full if you are not accepted into the event. A \$35 fee will be charged each time a check is returned for insufficient funds. Checks will be accepted for payment before September 22, 2017. After that, credit card, cash or cashier's check are required.

Completed forms may be emailed to [info@capitolhilljazzfoundation.org](mailto:info@capitolhilljazzfoundation.org).

**Vendor Cancellation.** Vendors may cancel for any reason, however there will be NO REFUNDS for any reason.

**Application Form**

PRICING: \_\_ Friday \$100 \_\_ Saturday Only \$100

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBER\*: \_\_\_\_\_

\*Please provide a cell phone number where you can be reached during the show.

E-MAIL (REQUIRED): \_\_\_\_\_

WEBSITE URL: \_\_\_\_\_

DESCRIPTION OF ITEMS SOLD: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I have read and understand the attached rules and regulations. I agree not to hold the Capitol Hill Jazz Foundation or any of its employees and volunteers responsible for any injury, property damage, or theft of any kind, nor will I be a part of any legal action against anyone mentioned above. I also agree to be responsible for the collection of Washington D.C. Sales Tax.

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

**REGISTRATION IS NOT COMPLETE WITHOUT PAYMENT AND SIGNATURE. YOU WILL NOT RECEIVE BOOTH NUMBER UNTIL PAYMENT IS MADE IN FULL.**