



May 1, 2018

Dear Artisan/Vendor:

We are excited to announce PEC's 12th Annual Lancaster Jazz & Arts Festival, which will celebrate the "Different Shades of Jazz." Over 4,000 visitors joined us last year to celebrate "New Wave of Jazz".

The Producers Guild of Philadelphia has once again curated an ensemble of stellar performers highlighting acclaimed and emerging Jazz musicians from a variety of backgrounds and musical directions. The line-up features Tim Warfield as our headliner with his Organ Band, plus Glenn Bryan, Ella Gahnt, Bobby Zankel and the Warriors of the Wonderful Sound, Chris Lewis and Monnette Sudler. The day will include a juried artists' village, food trucks, children's village, resources and fun for the entire family. The event will take place at Penn Presbyterian's Saunders Park Greene located at 39th and Powelton Avenue on Saturday, July 21, 2018 from 12-7pm. A Rain Date is scheduled for July 22, 2018. Complimentary **free-parking** will be provided by Penn Presbyterian Hospital at its lot located at Powelton Avenue and State Street.

The Lancaster Avenue Jazz and Arts Festival was started to stimulate business along the Lancaster Avenue Corridor by energizing the local economy, increasing awareness of arts and culture, and highlighting our neighboring communities. By bringing together a diversity of partners, we collectively celebrate the Saunders Park, West Powelton, Belmont, Mantua and Mill Creek neighborhoods. Artisans/Entrepreneurs like you support economic growth within our communities and support us in spreading the word! We hope you will consider joining us at one of the most exciting Jazz events of the summer!

This year we will have a limited number of vending spaces (20) available which will be curated by our event organizers. All applicants must submit either 3 photos or website and product description for consideration. The vending fees will be \$150.00 for a 4ft. x 10ft. Vendors will be responsible to provide their own table, chairs, tents and electricity.

In the spirit of Economic Development 5 partial scholarships will be offered for youth entrepreneurs 17 and under. We ask that they submit a brief letter describing their business venture and how being at the Jazz fest will support their venture, along with documentation of their products.

Please complete the attached Vendor Application, documentation and fee on or before May 18, 2018. You will be contacted with a confirmation on or before May 28, 2018. Fees will be returned to those that are not selected. For more information, please contact N'Derah Cooper at ncooper@pec-cares.org or 267-777-5893. Thank you for your support and please visit www.lancasteravejazzfest.com and follow us on Lancaster Ave Jazz and Arts Festival on Facebook and @LancAveJazzFest on Twitter and Instagram for updates!

**PEC's Jazz Fest Committee does reserve the right in the vendor selection process.*



(PLEASE READ THE ENTIRE VENDOR PACKET).

FESTIVAL DATE: July 21, 2018 / RAIN DATE: JULY 22, 2018
SET-UP 8:30 am – SET-UP MUST BE COMPLETED BY **11:00 am**
The deadline for ALL applications is May 18th, 2018.

VENDING FEE \$150.00

Name: _____ Company Name: _____

Mailing Address: _____

Phone: _____ / _____

Email: _____ / Web: _____

1. Please describe the items/products you will be vending during the event: *(Please attach 3 photos)*

2. List the name of your company/business and representatives attending (include titles):

3. Do you currently hold a special events vending license with the City of Philadelphia?

Yes ___ List your license # _____ Expiration Date _____

No ___ (if NO see page #4)

EMERGENCY CONTACT:

Name _____ Phone: _____ Email: _____

*** Vendor selection for the 12th Annual Lancaster Avenue Jazz and Arts Fest is reserved by PEC

LIMITED SPACE AVAILABLE

Please complete the application and mail it with your **U.S. POSTAL MONEY** ORDER and documentation

(WE DO NOT ACCEPT PERSONAL OR BUSINESS CHECKS)

Make Money Orders Payable to People's Emergency Center - Jazz Fest 2018

(Payment must be received before or no later than May 18, 2018 to secure spot) Send Payments to: 3939 Warren Street, Philadelphia, PA 19104

Credit Card payments are accepted * see below

NO REFUNDS

BY SIGNING BELOW, I HAVE READ ALL PAGES OF THIS APPLICATION AND AGREE TO FOLLOW VENDOR'S RULES. IN ADDITION, I UNDERSTAND THAT I MUST BE LICENSED AND INSURED TO PARTICIPATE IN THE FESTIVAL.

SIGNATURE: _____ DATE: _____

Name on card _____ Credit Card Type: MC ___ Visa ___ Discover ___ Amex ___
Card # _____ Exp. Date _____ CVV _____



JAZZ FESTIVAL RULES AND REGULATIONS

ALL VENDORS MUST HAVE ALL PROPER LICENSES AND PERMITS PRIOR TO THE FESTIVAL TO PARTICIPATE.

ALL FEES MUST BE PAID IN FULL BEFORE LOCATION IS ASSIGNED.

NO REFUNDS WILL BE ISSUED IF YOU ARE SHUT DOWN BY ANY CITY OF PHILADELPHIA DEPARTMENT OR AGENCY (i.e. Health Department, Licenses and Inspections).

VENDORS MUST BE SET UP BY 11:00 AM AND STOP SELLING ALL FOOD & MERCHANDISE BY 7:30 PM!!! VENDORS MUST HAVE VEHICLES REMOVED FROM FESTIVAL SITE BY 10:30 AM.

AFTER UNLOADING ALL VENDORS MUST PARK AT LOT, FREE OF CHARGE, LOCATED AT POWELTON AVE & STATE STREETS.

ANY VENDOR WHO DAMAGES THE PROPERTY IN WHICH THEY ARE SET-UP IN OR ON WILL BE HELD FINANCIALLY RESPONSIBLE.

ALL DISPLAYS MUST CONFORM TO THE ALLOTTED SPACE OF 4' FEET BY 10' FEET. VENDORS ARE ALLOWED TO BRING TENTS/CANOPIES (10FT X 10 FT).

ALL VENDORS MUST DISPLAY OFFICIAL JAZZ FESTIVAL ID AT ALL TIMES.

NO REFUNDS IF YOU ARE LATE FOR ANY REASON OR DO NOT SHOW UP AT YOUR DESIGNATED AREA DURING THE ALLOTTED TIME - 8:00 AM THRU 11:00 AM SET UP.

NO VENDING BEYOND THE FESTIVAL BOUNDARIES:

PROTECT YOUR OWN PROPERTY, AS LANCASTER AVE JAZZ & ARTS FESTIVAL SHALL HAVE NO LIABILITY AND SHALL NOT BE RESPONSIBLE FOR ANY LOST, STOLEN, OR DAMAGED PROPERTY OR OTHER LOSSES OR NEGLIGENCE.

LANCASTER AVE JAZZ FEST RESERVES THE RIGHT TO REJECT INAPPROPRIATE EXHIBITS AND/OR MATERIALS/VENDORS.

ANY FALSIFICATION WILL RESULT IN IMMEDIATE \$50.00 FEE BEING CHARGED OR YOU WILL BE SHUT DOWN BY OFFICIALS.

ATTENTION: ALL VENDORS

**THE CITY OF PHILADELPHIA
DEPARTMENT OF LICENSE AND INSPECTIONS
REQUIRES ALL VENDORS TO HAVE:**

- 1) ANNUAL BUSINESS PRIVILEGE LICENSE. \$50.00(PPLUS PROCESSING FEES)
- 2) A PHILADELPHIA TAX ID NUMBER (NO COST- MUST REGISTER ONLINE – GO TO WEBSITE FOR DETAILS- (<https://business.phila.gov/obtain-federal-tax-id-number/>)
- 3) HEALTH LICENSE (FOR FOOD VENDORS ONLY)-\$125.00

(PRICES MAY CHANGE PLEASE CALL THE NUMBER BELOW TO VERIFY)
PHILADELPHIA DEPT. OF LICENSES AND INSPECTIONS 215-686-2400

Please visit us at www.lancasteravejazzfest.com and follow us on Lancaster Ave Jazz and Arts Festival on Facebook and @LancAveJazzFest on Twitter and Instagram on for updates!