

## ARTISAN / EXHIBITOR INFORMATION AND APPLICATION

Professional Artisans and Exhibitors are invited to participate in the **6th Annual Montclair Village Jazz & Wine Festival**. Once again, Montclair Village will be turned into a pedestrian zone from **11:00 a.m. to 6:00 p.m. on Sunday, September 7, 2008** to host one of the fastest growing cultural events in the East Bay. One of the highlights of the Festival is our Artisan Lane which is located in the center of the event to provide maximum exposure to specially selected Artisans and Craftsmen. The Festival also features a Main Jazz Stage, Wine Tasting Village, Kid's Town, Wellness & Eco Village and gourmet food vendors. The Festival attracts local Montclair / Piedmont residents as well as visitors from throughout the Bay Area and provides access and exposure to a sought after demographic.

### Artisan Packages include:

- One 10' x 10' space (booth/canopy not included)
- Vendor tax clearance for non-local vendors (**Oakland based vendors must provide a copy of business tax license with application**)
- Company name on Festival website with link to your website (if applicable)

### Terms and Conditions:

- All vendors are required to possess a California reseller's permit – **copy sent with application**.
- All participants are required to provide a canopy or pop-up tent for their space. Exhibitor and Artisan packages do not include amenities such as electricity, tables and ice. Tables and chairs may be rented for a nominal charge and will be delivered to your booth space the morning of the event. Tents are available for rent as well and will be set up for you the morning of the event. Please note any extras you might need on the application form.
- All applications will be considered until the Festival is full. **Please note that application does not guarantee participation**. The Montclair Village Jazz & Wine promotion committee will review applications to ensure a balanced participant mix. You will receive a letter or e-mail within three weeks of receipt of your application notifying you of your status...Accepted, Denied or Waitlisted. If denied, your check will be returned to you. All checks will be cashed upon acceptance.
- Cancellations must be received in writing 30 days prior to the event to receive a refund. A \$50.00 handling fee will be deducted from your refund. Cancellations submitted after the 30 day deadline will receive no refund. Please note that this is a rain or shine event. No refunds will be given due to rain. If extreme weather conditions, natural disaster or other conditions beyond the control of the Montclair Village Jazz & Wine Festival cause the cancellation of the festival, no refunds will be issued.
- Show packets will be sent out approximately two weeks prior to the event and will contain space assignments, directions to the event, show set up instructions, etc.

We encourage your participation in this fast growing event and appreciate your support. Our goal is to provide a high quality experience for our attendees and a profitable and rewarding experience for our participants. Please contact us at [info@MontclairJazzAndWine.org](mailto:info@MontclairJazzAndWine.org) or 510-339-1000 if you need further information.

To apply, complete the Artisan Application and mail it, along with a check, cashier's check or money order for the full amount due to: Jacques Hachquet, Executive Director, Montclair Village Jazz & Wine Festival, 1980 Mountain Blvd., #212, Oakland, CA 94611. **Make checks payable to Montclair Jazz & Wine Festival. Be sure to include copies of your California reseller's permit and Oakland Business Tax License** (if applicable).

**ARTIST / EXHIBITOR APPLICATION**

Send your application, including check, cashier's check or money order to Jacque Hachquet, Executive Director, Montclair Village Jazz & Wine Festival, at the address listed below. **All Artisans please include 4 photographs of your wares and one booth shot.** (Include a self addressed, stamped envelope if you would like the photos returned.) Exhibitors please include a description of what will be taking place at your booth.

**Cost of Concession** **\$175.00**

**Applicant or Company Name:** \_\_\_\_\_

**Main Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Merchandise to be sold / promoted:** \_\_\_\_\_

**Average price of items sold:** \_\_\_\_\_

**CA Resale License copy included:**  **Oakland Business Tax License copy included:**

**Extra amenities required:**

	<b>Tents @ \$135.00</b>	<b>Tables @ \$20.00</b>	<b>Chairs @ 5.00</b>
<b>How Many?</b>			

I, the undersigned, \_\_\_\_\_ for myself and on behalf of \_\_\_\_\_ do hereby Release, Indemnify and Hold Harmless the Montclair Village Jazz & Wine Festival, the Montclair Village Association, its officers, members and any of the businesses in Montclair Village, the City of Oakland and their agents, employees, other participants, sponsoring agencies, sponsors, and advertisers, from any and all liabilities, costs, damages and expenses, including reasonable legal fees and court costs, and worker's compensation claims arising out of the participation and performance of myself or any person(s) authorized by me or my organization, to transact business, volunteer, or participate in this event on my behalf.

I understand that no insurance coverage is bound or in force.

I accept full responsibility for any medical incident or injury to myself or any person(s) conducting business on my behalf.

**I have read and accept all the terms stipulated in this contract.**

**Applicant's Signature (or Representative):** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Ck#:** \_\_\_\_\_

**Montclair Village Jazz & Wine Festival**  
1980 Mountain Blvd., #212 Oakland, CA 94611 Ph: (510) 339-1000 Fax: (510) 339-2368  
[www.MontclairJazzAndWine.org](http://www.MontclairJazzAndWine.org)