

# Litchfield Jazz Festival

Where I fell in Love with Jazz



**2012 EXHIBITOR APPLICATION**  
**LITCHFIELD JAZZ FESTIVAL, AUGUST 10 – 12, 2012**  
**GOSHEN FAIRGROUNDS, GOSHEN CT**

*Be part of "one of the Top 100 Events in the US and Canada" (American Bus Association 2009). Join forces with the Festival that boasts "a model jazz lineup" (NY Times) and is "one of the best of the best" (Jazz Times).*

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This application once signed by both parties will have the force of an "Agreement" between Litchfield Performing Arts, Inc. (hereafter known as "LPA") and Exhibitor,

\_\_\_\_\_ (INSERT BUSINESS NAME HERE). **Application is accepted when the Exhibitor is notified via email or phone and deposit check is accepted.** LPA will present the Litchfield Jazz Festival, (hereafter known as "Festival"), on August 10 – August 12, 2012, at Goshen Fairgrounds, Goshen, CT. Exhibitor agrees to be on-site during Festival operation and will abide by all Festival rules and terms set forth below.

## ***LPA Agrees to provide:***

- A **10ft x 10ft exhibitor space**, clean and free of debris, for all the three days of the Festival
- Electric hook-up.
- **Two, 3-day Festival entry passes.** Additional 3-day passes may be purchased for \$20/each in advance (passes are regularly \$29/day).
- **Security** guards on the premises during Festival hours from Thurs. August 9 – Mon. August 13, in addition to **overnight watchman.**
- **Parking in staff/exhibitor lot directly on-site.** Exhibitors will have "drive-up" access to unload/set-up during specific times then vehicle must be moved. Exhibitor parking is very close to Exhibitor Village, cars can be accessed easily.
- **A description of work and web link on Festival website** under "Exhibitors" (must be provided by Exhibitor with this contract).
- A **Listing in the Festival program book** and inclusion on Festival map. (Distribution 40,000, program book is inserted into newspaper the Sunday before the Festival)

## ***Exhibitor Agrees to provide:***

- Items of original hand-made design, **no imports.** *All products must be pre-approved by LPA.*
- 10ft x 10ft **white** pop-up tent including all fixtures necessary to display items. (Note: Exhibitors are required to secure their tents – unsecured tents are a hazard, and will not be allowed).
- Lighting, **display lighting & area lighting** to illuminate interior of tent area. Lamps are sufficient.
- Extension cords, surge protectors, and any other electrical cords
- All signage

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## **Exhibitor Village: Hours of Operation**

- EXHIBITOR LOAD-IN:
  - Thursday, August 09<sup>th</sup> from 10:00 AM to 4:00 PM.
  - Additional Time will be allowed on Friday, August 10<sup>th</sup> from 9:00 AM to Noon. **ALL VEHICLES must be removed by 1PM. Vehicles remaining after 1PM will be towed.**
- DISPLAY- WORK CONTINUOUSLY

Friday, August 10, 2012	5 PM to 10:00 PM
Saturday, August 11, 2012	11:00 AM to 10:00 PM
Sunday, August 12, 2012	11:00 AM to 10:00 PM
- TEARDOWN:
  - **AFTER** 9 PM August 12, or 10 AM – Noon Monday August 13  
(There will be no vehicles allowed on the property before 9 PM Sunday, August 12)

## **Exhibitor Fee - \$250 (All fees are non-refundable)**

- **\$100 Deposit** due at signing to reserve space.
- **\$150 Balance** due on or before Friday, May 25, 2012. **Failure to submit balance payment** by May 25<sup>th</sup> **will result in forfeit of deposit** and possible **forfeit of space reservation**. Waiting list will be activated to fill additional spaces.  *{\$50 late fee to Exhibitors with open balances after May 25<sup>th</sup> }*
- Exhibitors applying after May 25<sup>th</sup> must pay \$250 balance in full at time of signing to secure space.

## **Required Paperwork to Be Submitted With Contract**

- Copy of **Sales Permit** for the State of CT. If you do not have a CT Sales Permit contact Patty Paeletti at the CT Department of Revenue (860) 541-7692.
- Copy of **general liability insurance** covering any and all possible liability for damages caused by Exhibitor, his/her employees, and/or Exhibitor equipment/products. Liability coverage to be equal to or above \$1,000,000  naming LPA and The Goshen Fairgrounds (c/o Goshen Agricultural Society, 116 Old Middle Street, Goshen, CT)  as additional insured during the Festival, including set-up and teardown periods.

## **Contract Checklist (Return the following with contract):**

- \_\_\_\_\_ **A Complete Copy of Application with Signature (return all pages)**
- \_\_\_\_\_ **Additional page with max 250 word description of products with website, if available, for Festival website and program book.**
- \_\_\_\_\_ **Check made payable to *Litchfield Performing Arts, Inc* (for full amount or deposit)**
- \_\_\_\_\_ **Copy of CT Sales Permit**
- \_\_\_\_\_ **Insurance Certificate (contact your insurance agent for more information)**

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## **Executing This Agreement:**

- This document represents the entire Agreement between the parties. No amendments or alterations shall be made unless agreed to in writing and signed off by both LPA and Exhibitor.
- LPA reserves the absolute right to terminate this Agreement in the event Exhibitor breaches any of the terms, provisions, rules, regulations, and conditions contained herein for Exhibitors.
- In the event that LPA terminates this Agreement, Exhibitor shall immediately cease any activities at the Festival and remove all equipment, personnel, and other property from the Festival site. All Exhibitor fees will be kept by LPA as liquidated damages.
- With the exception of payments as stated in Exhibitor Fee, the Exhibitor shall retain all revenues and profits from the operation of concession at the Festival.
- The Exhibitor shall indemnify and hold harmless The Goshen Fairgrounds, LPA and all its officers, partners, shareholders, employees, artists, contributors and volunteers from any liability or claims, which may be made against them as result of any wrongful, negligent or other action or inaction by Exhibitor.
- The Exhibitor shall be an independent contractor and shall have no authority, actual or apparent, to bind LPA in any respect contractually or otherwise.
- This agreement shall be binding upon the parties, their successors, assigns and personal representatives. Time is of the essence on all undertakings. This agreement shall be enforced under the laws of the State of Connecticut. This is the entire agreement

## **Mail to: Ellen Corsell, Exhibitor Coordinator**

Heron American Craft Gallery

PO Box 535, Kent CT 06757

P: (860) 927-4804

Email: [ellen@heronamericancraft.com](mailto:ellen@heronamericancraft.com)

The undersigned has read and agrees to abide by the provisions set forth herein:

Business Name (As it will appear in program book): \_\_\_\_\_

Website Address (As it will appear on website): \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

\_\_\_\_\_  
Exhibitor's Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vita West Muir, ED for Litchfield Performing Arts, Inc.

\_\_\_\_\_  
Date

Litchfield Performing Arts, Inc

*A not-for-profit dedicated to changing lives through the arts*

PO Box 69 Litchfield CT 06759 P: (860) 361-6285 F: (860) 361-6288 [www.litchfieldjazzfest.com](http://www.litchfieldjazzfest.com)