

EXHIBITOR REGISTRATION GUIDELINES

SALEM JAZZ AND SOUL FESTIVAL
SATURDAY, AUGUST 16, 2008
THE SALEM WILLOWS, SALEM, MA



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.

REGISTRATION

Please forward your completed entry form, check (made payable to Salem Jazz and Soul Festival) and 2-3 images of your work (or your website address) to scorbett@salemjazzsoul.com or via USPS to:

Salem Jazz and Soul Festival, 94 Leach Street, Salem, MA 01970.

The deadline for submissions is June 15, 2008.

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

The registration fee is \$60. If you prefer to share one space with another vendor, the cost per vendor is \$40. If you are interested in being matched with another vendor, please indicate that on your application form. You need to provide your own tables, chairs and tent (if needed) for the day of the event.

WEATHER

Rain Date is Sunday August 17, 2008, which will be rain or shine except for extreme weather. 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 10:30 am, one half hour before the Festival begins. Exhibitors must remain, and displays must be set up for the duration of the Festival. Dismantling may begin at 6:30pm.

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 scorbett@salemjazzsoul.com or 508-843-1299.**