

DATES/TIMES

- Sunday, April 8, 2018 – 12:00 am to 9:00 pm

REGISTRATION DEADLINE

- 3:00 pm, Friday, March 2, 2018

LOCATION

DoubleTree by Hilton Reading, 701 Penn Ave., Reading PA 19601

GENERAL INFORMATION

- Vendor space 10'x10'
- This exhibit area is carpeted
- Spaces will be assigned at the discretion of the **Get JazzEd Expo** Committee
- Cost: \$200 – receive ½ page ad in Expo Program
- Vendor spaces are limited

EQUIPMENT/MATERIALS PROVIDED

Each vendor space purchased includes:

- Four Exhibitor badges (Includes admission to all **Get JazzED Expo** events. Does NOT include tickets or reservations for any ticketed Boscov's Berks JazzFest concerts or events)
- One 8' table

SET UP AND TEAR DOWN

- Set-up: 10:00 am-12:00 pm
- Tear-down: After 9:00 pm

EXHIBITOR ACCESS

- 1:00 to 9:00 pm

LOADING AND UNLOADING MATERIALS

Volunteers will be on site to assist with moving materials into the exhibit area. However Vendor is responsible for actual set up and tear down of exhibit materials.

SECURITY

Security personnel will monitor the exhibit hall. However, security of exhibit materials is the sole responsibility of the Vendor and should be insured by the Vendor against loss or damage.

Get JazzED is presented by Berks Arts Council and Boscov's Berks Jazz Fest with funding support from Reading Musical Foundation and Penske. For more information, visit GetJazzEDBerks.com.

Contributions are tax deductible to the extent permitted by law. Berks Arts Council is a 501(c)(3) nonprofit organization registered with the Pennsylvania Department of State Bureau of Charitable Organizations. A copy of the official registration and financial information may be obtained from Pennsylvania Department of State by calling toll free within Pennsylvania 1-800-732-0999. Registration does not imply endorsement.

SPONSORSHIP

Get JazzED Expo is sponsored by **Boscov's Berks JazzFest**.

ASSIGNMENT OF VENDOR SPACE

Vendor spaces are assigned at the discretion of the **Get JazzED Expo** and are first-come-first-serve. Deadline to register is 3:00 pm Friday, March 2, 2018. No space can be assigned before payment is received.

Berks JazzFest has the sole authority to restrict Vendors that are operated in an objectionable manner and to prohibit and require the removal of any exhibit that may detract from the general character of the exhibition. This right of restriction and removal includes persons, things, conduct, printed matter, music, sounds or anything of a character which may be, in the sole discretion of **Boscov's Berks Jazz Fest**, objectionable or detrimental to the exhibition as a whole or in violation of these guidelines.

SETUP AND MOVE IN

Each vendor space must be ready for business no later than 12:00 pm Sunday, April 8.

DISMANTLE AND MOVE OUT

The **Get JazzED Expo** exhibit area officially closes Sunday, April 8 at 9:00 pm. All vendor material must be removed from the exhibit area by 10:00 pm. Any materials left on the premises after that time will be discarded.

COMMON SENSE ITEMS

- a. No display arrangement will be permitted in the aisles or in a position that obstructs another Vendor's view.
- b. Distribution of circulars or promotional material is permitted only with the contracted space.
- c. Nails, tacks, gummed labels or stickers and other similar materials may not be used on the walls or doors.
- d. Reasonable sound levels must be employed in all exhibit areas. Earphones should be used for appropriate instruments.
- e. Order taking and selling is permitted in assigned booth spaces only. It is the responsibility of the Vendor to comply fully with any applicable state and local sales and use tax laws and requirements.
- f. It is the responsibility of each Vendor to comply with all local fire and electrical safety regulations. All decorations must be made of flameproof material, and hangings must not reach the floor. Boxes and combustible liquids or materials may not be stored in exhibit area.
- g. Vendors are solely responsible for any fees incurred for damage to the exhibit area.

MUSIC LICENSING

It is the sole and exclusive responsibility of the exhibiting vendor to arrange for performance and mechanical licenses for copyrighted music used in its booth.

LIABILITY AND INSURANCE

Boscov's Berks JazzFest and **Get JazzED Expo** are not liable for any damage to or loss of Vendor's property, nor for injury or death of Vendor or its employees, representatives or agents, nor for any damage of any nature to Vendor's business, nor for the failure to hold the event as scheduled, unless such damage, loss, injury, death or failure to hold the exhibit is the direct and proximate result of the intentional or grossly negligent act of **Boscov's Berks Jazz Fest** and **Get JazzED Expo**. In the event of any such intentional or grossly negligent act of **Boscov's Berks Jazz Fest** and **Get JazzED Expo**, **Boscov's Berks Jazz Fest's** and **Get JazzED Expo's** liability to Vendor, if any, shall in no event exceed the total amount paid to **Boscov's Berks Jazz Fest** and **Get JazzED Expo** hereunder by Vendor.

Vendor hereby agrees to indemnify, hold harmless and defend **Boscov's Berks Jazz Fest** and **Get JazzED Expo** from and against any and all liability, responsibility, loss, damage, cost or expenses of any kind whatsoever, including, but not limited to, attorneys' fees, which **Boscov's Berks JazzFest** and **Get JazzED Expo** may incur, suffer or be required to pay as a result of or arising directly or indirectly from any intentional or negligent act or omission by Vendor or any of its employees, representatives or agents. **Boscov's Berks Jazz Fest** and **Get JazzED Expo** will carry public liability insurance solely for the protection of **Boscov's Berks Jazz Fest** and **Get JazzED Expo**. Such public liability insurance shall not cover the Vendors, their property, employees, representatives or agents. **Boscov's Berks Jazz Fest** and **Get JazzED Expo** recommends that Vendors obtain insurance coverage for themselves, their employees, representatives and agents, and their property.

ARBITRATION

Boscov's Berks Jazz Fest and **Get JazzED Expo** reserves the right to interpret and enforce all Vendor Guidelines contained in this contract and to make any additional Vendor guidelines that may be necessary for the proper conduct of the 2018 **Get JazzED Expo**. All such decisions shall be binding upon the Vendor.

This contract is to be interpreted in accordance with the laws of the State of Pennsylvania. This contract may not be altered except in a writing executed by **Boscov's Berks Jazz Fest** Executive Director.

QUESTIONS? Contact Nan Reinert at 610-898-1930 or Nan@berksarts.org; or Millie Eben at 610-334-4635 or info@GetJazzEDBerks.com.

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2018 Get JazzED Expo Vendor Contract

VENDOR INFORMATION

Company Name: _____

Address: _____

City/State/Zip code: _____

Phone: _____

Email: _____

Contact Person: _____

CONTRACT PAYMENT SUMMARY

To be guaranteed a Vendor space, contract and full payment must be received no later than 3:00 pm Friday, March 2, 2018.

One Vendor Space: \$200

Vendor will receive one 10x10' space, a half page ad in the Festival program, logo on GJ website for one year. We'll be in touch for print ready copy.

Total Enclosed \$ _____

Check is payable to Berks Arts Council.

Mail check and signed contract to:

Berks Arts Council, GJ Expo Day

PO Box 854, Reading PA 19603-0854, ATTN: Nan Reinert

Fax: 610-898-1932

VENDOR SIGNATURE

I have read, understand and agree to these Vendor Guidelines as stated herein.

Exhibitor Signature

Date