



2018 STAGE OF NATIONS CORPORATE VENDOR CONTRACT



Company Name: _____
 Contact Name: _____
 Address: _____

 Phone: _____ Date of Contract: _____
 E-mail address: _____
 Product/Service to be Exhibited: _____

Exhibit Space: 10 x 10' booth space (tent not included) - \$250

**CNY Jazz Arts Foundation
 441 E. Washington St.
 Syracuse, NY 13202
 315-479-5299**

First come, first served - Deadline: June 22, 2018

Set-Up Time:	Friday July 27	2:00 - 5:00 pm
Exhibit Times:	Friday July 27	5:00 -9:00 pm
	Saturday July 28	12:00 -9:00 pm
Break Down Time:	Saturday July 28	9:00 pm

General Information:

- ◆ **No vendor may assign, sublet, or apportion** all or any part of the privileges or of the space assigned to him, nor permit any other party to exhibit herein, not to distribute any literature or advertising materials or products, for the purpose of promoting any business other than that of the exhibitor to whom the space is assigned.
- ◆ **Booths must be manned at all times. Aisle ways and exits must be maintained and unobstructed.**
- ◆ **Streets shall be maintained** with a minimum of 20' at all times. Hydrants may not be obstructed, hidden, or covered in any way.
- ◆ **Booth Displays are the responsibility of each exhibitor.** Fireproof backdrops or enclosures including drapes, panels, and walls are required by the City of Syracuse. Exhibitors must provide their own protective covering to shield against inclement weather including wind, sleet, snow, and heavy rain. **Tents must be weighted down** to ensure stability.
- ◆ **Electricity will be provided. Please remember this is an outdoor venue and power capabilities will be limited.** Your equipment must have properly grounded lines, etc. If you have any special needs or questions please contact Julie LaFave at 473-4330, ext. 3006.
- ◆ **Vendors can load or unload their units before and after the festival.** If more supplies are needed during the festival, please use hand-carts, etc. to carry products to your booth. Please note that the City does not provide hand-carts. No vendor shall be allowed to remove any portion of their booth's display until the show is officially closed (upon termination of the last musical act). Vendors violating this policy will lose all priority and may be excluded from next year's show.

Food Vendors: A copy of **liability insurance certificate in the amount of \$1,000,000 is required.** List the following as additionally insured: **CNY Jazz Arts Foundation, Inc, 441 E. Washington St, Syracuse NY 13202 AND City of Syracuse Department of Parks & Recreation, 412 Spencer Street, Syracuse, NY 13204.** The copy of the certificate must be submitted at least two weeks prior to the event date. Email a certificate to Mary Beth Roach mroach@ci.syracuse.ny.us and to CNY Jazz — Larry@cnyjazz.org to 315-479-7409 or mail to CNY Jazz at the above address.

Combustibles are simply defined as anything that can burn. Examples include but are not limited to, cardboard, excelsior, paper, wood such as chips, pallets, canvas, or plastic or packing materials in any form. These materials must not be stored, stacked, piled or left in booths, higher than 3' high, 2' deep, 6' long. Any material found to be excessive or creating a hazard must be removed. (Fire marshals will have final determination of hazard and removal.)

Exhibitors shall care for and keep in good order space occupied by them and surrender such space at the close of the festival in the same condition as it was when taken over. If the space occupied shall be damaged by the participant, their employees, patrons, or guests, they shall pay such claims as are necessary to restore the space to its original condition. The City of Syracuse will arrange for sweeping and cleaning general walkways but vendors must keep their own exhibits clean and constantly in first-class condition.

Exhibit Limitations

The Vendor activity of each exhibitor in the vendor areas must be within the exhibitor's allocated exhibit space. Exhibitors may not use noise, lighting, or other distractions judged by the presenters to be offensive to other vendors. Visual aid devices, tape recording equipment and similar mechanical devices shall not unduly interfere with or be disconcerting to other vendors. Vendor literature shall not be distributed outside the vendor's booth area.

Vendors are subject to all applicable laws and ordinances, and the vendor agrees to abide by any regulations or other instructions from the City of Syracuse. Stage of Nations/CNY Jazz reserves the right to restrict or refuse or expel at any time vendors which in its judgment are not in keeping with the nature, character or appearance of other vendors or of the festival as a whole.

In the event of war, fire, strike, government regulations, public catastrophe, act of God or the public enemy, or any other cause beyond our control, or if the show or any part thereof is prevented from being held or cancelled by the Corporation or the exhibit space applied for herein becomes unavailable, Stage of Nations/CNY Jazz shall not be liable to make any refunds whatsoever to the applicant.

This contract and the attached 2014 City of Syracuse Requirements for Vendors constitutes the entire agreement of the parties hereto with respect to matters embraced herein. Nothing in this provision, however, shall preclude the corporation from adopting additional rules and regulations, orally or in writing as the corporation deems necessary.

Stage of Nations/CNY Jazz does not guarantee vendors against loss of any kind. General overall security and reasonable care will be exercised to protect all vendors and the exhibit area insofar as possible. All vendors are urged to obtain insurance against property loss or damage.

Stage of Nations

By: _____
Laurance A. Luttinger
315-479-5299

VENDOR: _____

By: _____

Print Name: _____
Address: (If different from page 1)

