

Vendor Management by EWMedia Group
6606 FM 1488, Ste 148-116, Magnolia, TX 77354
832-413-2217, 866-875-8960 - Toll-Free Phone/FAX
don@ewmediagroup.com * www.ewmediagroup.com



4th JA-GA REGGAE FESTIVAL

Sat. & Sun., April 25 – 26, 2015; Sat. 10 AM - Midnight & Sun. Noon - 8 PM
2102 Beach Central Park, Seawall Blvd., Galveston, TX 77550

Reggae Music will flow from Beach Central Park on the Galveston Seawall again this year, as the Jamaica Foundation of Houston proudly presents the 4th Ja-Ga Reggae Festival on Sat, & Sun, April 25-26, 2015. The Jamaica Foundation of Houston is a 501(c)(3) nonprofit organization.

The event features many events including a glamorous fashion show, dozens of unique vendors featuring authentic artistry and cuisine, as well as a “Jamaican Jerk Cook-off” where contestants will be battling for a yearlong title and prizes. Of course, there will be fantastic food and drinks to satisfy all flavors and cultures. This year’s entertainment will feature performances from major Jamaican artists.

Admission prices to this year’s event for all ages are \$25 at gate and \$20 pre-sale. For pre-sale tickets, go to www.jagareggaefest.com or buy them at these area restaurants: Caribbean Cuisine, Cool Runnings, House of Manna, Love Bird, Tropical Diner.

Proceeds of the Ja-Ga Reggae Festival™ will benefit the JFH scholarship program as well the following organizations that the Jamaica Foundation of Houston supports and infrastructure to provide service.

- **Dyslexia Intervention Training** - trains Jamaican English teachers to identify students with dyslexia and how to help them overcome this reading difficulty to improve academic performance
- **North Street Development Project** - works with less fortunate, inner-city children in Jamaica to prepare them for proper careers through guidance, training, and nurturing.
- **Houston Food Bank** - a private nonprofit organization founded in 1982 in Houston, Texas. This organization provides food and other products to more than 500 hunger relief agencies.
- **HeartGift Houston**- brings children to Houston for *lifesaving* heart surgery from countries where the care they need is either unavailable or inaccessible.

If you would like to become a vendor, enter the cook-off, fashion show, or to find more information, visit www.JaGaFest.com or www.JamaicaFoundationofHouston.org.

APPLY FOR THIS FESTIVAL – Vendor Booths Sold Out Last Year

The 3-page Vendor Application is included in this packet.

Apply online or view a schedule of upcoming shows: www.ewmediagroup.com/featured

Application begins on next page...

2015 Ja-Ga Reggae Fest - Vendor Application

Sat. & Sun., April 25 - 26; Galveston, Texas

Contact: Don Schwarzkopf, 832-413-2217 * 866-875-8960-toll-free phone/fax don@ewmediagroup.com

Company: _____ Contact Name: _____

Business Phone: _____ Home: _____ Alternate: _____

Fax: _____ Email: _____ Web: _____

Address: _____ City _____ State _____ Zip _____

Texas Sales Tax # _____ Items Sold: _____

2-DAY BOOTH RENTAL FEES

Application can be filled out and paid online at: www.ewmediagroup.com

Your Fees	10x10	10x20	water	Type of Booth/Service
	\$1000	\$1400	\$25	COMMERCIAL see Page #3, #20 for larger booth sizes
	\$500	\$700	\$25	ARTS & CRAFTS / NON-FOOD SALES
	\$300	N/A	\$25	JURIED ARTS & CRAFTS – Call for Requirements
	\$300	N/A	\$25	NONPROFIT BOOTH (Sales)
	\$50	N/A	\$25	NONPROFIT BOOTH (No Sales)
	*	*	N/A	ELECTRICITY-1 ^{SZ} (110v/20a) 1st included. Additional see page 3, #21
	\$1000	\$2000	\$25	FOOD – limit of 3 pre-approved items
	\$750	\$1500	\$25	DESSERT / SPECIALTY
\$25	\$25	\$25		DEPOSIT – returned day of event upon check-out
	\$25	\$25		LATE FEE – Applications Postmarked after 3/25/2015
\$	TOTAL			

PAYMENT: Make checks & money orders payable to: EWMedia

- 1 After 5/25/2015 – only credit cards, cash, cashier’s checks or money orders accepted.
2. Online Registration & Credit Card payments may be made at: www.ewmediagroup.com

Mail Application & Payment To: Don Schwarzkopf – EWMedia Group
6606 FM 1488, Ste 148-116, Magnolia, TX 77354

Include With Payment:	Return By
A. Application & Payment – sign all pages	due 3/25/2015
B. List of items you sell & personnel	due 3/25/2015
C. Electrical Needs Worksheet	due 3/25/2015
D. Food Vendors – Insurance Binder – call for help sourcing	due 3/25/2015

RELEASE: Applicant’s signature on this application releases and forever discharges The Jamaica Foundation, Ja-Ga Reggae Fest, EWMedia, all sponsoring organizations, their elected officials, directors, employees, and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of, or in conjunction with participation in the Ja-Ga Reggae Fest. The Jamaica Foundation of Houston, Ja-Ga Reggae Fest, EW Media, sponsoring organizations, their elected officials, directors, employees, and volunteers are not responsible for any injury sustained by exhibitors, patrons or guests. Applicant stores and exhibits, their goods at their own risk. In addition, I/we have read and agree to abide by all festival regulations stated in this packet or risk removal from Festival site without refund.

Print Name _____ Signature _____ Date: _____, 2015

VENDOR AGREEMENT – RULES/GUIDELINES Packet – Page 3 of 8 / Application – Page 2 of 3

1. **CONFIRMATION AND BOOTH ASSIGNMENT:** Booth space is limited and vendors are selected on first-come/first-serve basis. Acceptance and booth location are determined by the date application and full payment are postmarked. You will receive receipt and load-in information the week prior to the Festival.
2. **BOOTH SPACE: includes 1 (110/20 Quad Box w/4 outlets) plus insurance.** We provide booth space only, no tents, tables, chairs, etc. **For safety reason, Tents must have 25 pounds of weight on each leg.** This is the beach, your tent **will blow over.** Stakes do not work in sand.
3. **SALES / SUBLEASING:** Sales must take place within your booth space. You may promote your company with coupons, promotional materials & signage. No subleasing of booths allowed. Festival only provides the space; Vendors must provide their own booths, tents, tables, chairs, etc.
4. **EQUIPMENT RENTAL:** We recommend One Stop Party Shop 281-338-9898
5. **EXCLUSIVITY** – Types of merchandise sold must be included in application and approved by festival. For an exclusive on any product call 832-413-2217 or email don@ewmediagroup.com
6. **DEPOSITS, LATE FEES, CANCELLATION, NSF** – Applications paid after 3/25/2015 incur a \$25 late fee. Deposits are returned on the day of event. If you cancel within 30 days of Festival, your deposit will not be returned. A \$30 fee applies to returned payments of any kind.
7. **MERCHANDISE VENDORS - required permits** will be included in a future version of this application.
8. **FOOD VENDORS:** Vendors may sell 3 pre-approved items, no beverages. **Required Temporary Health Permit** – Galveston County Health Dept, 1205 Oak St. La Marque, TX, 77568 – 409-938-2411. Fee is \$75 www.gchd.org/ech/foodestab.htm **Food Sales:** will be for cash, not coupons. **Propane** is allowed. Vendors must have a **Fire Extinguisher** (Rated 2-A, 10-B:C or better or Rated K if cooking in oil) with **current inspection sticker.** Fire Marshal will inspect booths.
9. **WASTE DISPOSAL:** it is responsibility of each vendor to keep the booth and the surrounding area clean. Vendors must provide their own garbage receptacles and garbage bags. Double-bag food waste. Vendors failing to abide by waste disposal guidelines may lose their deposit. No dumping of oil.
10. **EVENT DAY SETUP:** Vendors will not set up until fees are paid. **Vendor Check-in Set-up takes place only on Fri, April 24, 2015.** You will be assigned to one of 3 load-in times. The **Day-of Information Packet** you receive the week of the Festival will give you specific instructions. You will not be able to pull up to your booth, so bring a dolly. Bring your receipt, Security will only allow paid vendors into the unloading area. Vendors who have not pre-applied and paid are not guaranteed space. **Overnight Security:** There will be security on Fri. night. **Vehicles:** Not allowed on festival grounds. Vendors requiring restocking of supplies may re-enter the festival with a dolly. **Parking:** Vendor Parking is available nearby. More information, see **Day-Of Event Info Packet.** **Business Hours:** Vendors must be ready for business by 11 AM Sat. ____.
11. **BEVERAGE SALES:** The Festival sells all beverages at the event. Vendors may not sell any type of beverage unless pre-arranged with Festival.
12. **PROHIBITED:** Vendors may not sell drug paraphernalia, guns, fireworks, weapons, apparel displaying profanity or sexually explicit items. No music in the vendor booths – no exceptions.
13. **SALES TAX:** It is the vendor's responsibility to adhere to city and state tax guidelines in the collection and payment of sales tax. The Texas Sales Tax Info Line is: 800-252-5555
14. **ONLY ITEMS** listed in your vendor application and approved by the festival may be sold.
15. **SECURITY:** The site is fenced & the Festival has security. Vendors are solely responsible for the security of their cash, coupons, equipment, goods, inventory, supplies or any other property.
16. **FESTIVAL GUIDELINES** will be strictly monitored. If violations occur, two warnings will be issued. Additional violations will result in removal from the Festival site by Police without refund.

Print Name _____ Signature _____ Date: _____, 2015

VENDOR AGREEMENT – RULES/GUIDELINES Packet – Page 4 of 8 / Application – Page 3 of 3

- 17. **SOUND LEVELS:** Vendors may not play their own music at this event.
- 18. **ACTS OF GOD:** The festival producers, promoters, sponsors, staff/employees, volunteers, etc. are in no way responsible or liable for personal adversity or acts of God.
- 19. **RAIN OUT POLICY:** If a date is cancelled due to rain, technical problems or any other act of God beyond the control of the festival the following shall apply: If a rain date for the Festival is scheduled, Vendor may set up and the basic booth fee only will be waived. Other fees will still apply.
- 20. **OVERSIZE COMMERCIAL** – Booths with an internal volume greater than 10' x 20' shall include a 5 foot external to tent perimeter on the 2 sides adjacent to the front of the booth. **Pricing:** (tent not provided)

10X30	\$1,800		20X20	\$2,200
10X40	\$2,200		20X25	\$2,600
10X50	\$2,600		20X30	\$3,000

Tents larger than 1200 sq. ft may require the presence of a Fire Marshal along with fire extinguishers and signage. Contact don@ewmediagroup.com for assistance and sourcing of these tents.

- 21. **ELECTRICITY:** We provide (1) 20-amp, 110-volt circuit for \$100. Vendors must provide their own lighting fixtures and enough grounded heavy-duty outdoor cable to reach service. No light-duty cords. Only Whisper Quiet generators or their equivalent will be allowed.
- 22. **PROPANE:** will be allowed at this Festival.
- 23. **Electrical Needs Application:** We provide (1) 20-amp, 110-volt circuit per booth. **If your electrical needs exceed this, you must submit this information for each piece of equipment by March 25.** If you don't submit this form, we won't incorporate your needs into the electrical design plot of the Festival and you will not be supplied with electricity. An electrician will be available (at your expense) on-site during the Festival if you have a problem. Vendor coordinator **must** be notified in advance of your needs.

_____ **Total pieces of electrical equipment you use.** (Example fryers, warmers, heat lamps, etc...)
List each piece of equipment: The amps, watts, and volts are stamped on the name plate on each piece of electrical equipment. Each major appliance, cooler, grill, deep fat fryer, etc. must have its own circuit.

- 1. Type of Equipment: _____
Voltage _____ Amps _____ Watts _____ Phase _____
- 2. Type of Equipment: _____
Voltage _____ Amps _____ Watts _____ Phase _____
- 3. Type of Equipment: _____
Voltage _____ Amps _____ Watts _____ Phase _____
- 4. Type of Equipment: _____
Voltage _____ Amps _____ Watts _____ Phase _____
- 5. Type of Equipment: _____
Voltage _____ Amps _____ Watts _____ Phase _____

24. Electrical Pricing

- \$100 - 20-amp, 110-volt circuit – Vendor must have **100' cable or more to reach power supply**
- \$200 - 30-amp, 220-volt circuit – Vendor must have **150' cable or more to reach power supply**
- \$300 - 30-amp, 220-volt circuit – Vendor must have **150' cable or more to reach power supply**

Print Name _____ **Signature** _____ **Date:** _____, 2015