



# Houston International Jazz Festival

## 2017 COMMERCIAL EXHIBITOR APPLICATION GUIDELINES

**2017 HIJF Dates:**

**August 4 – August 5**

All application packages must be emailed by August 1, 2017. Please do not send money — there are no fees or deposits due with this application. Before submitting your application, please review all information included with this document.

The following items must be included with your application. Incomplete applications will not be considered for booth placement.

1. A completed exhibitor application.
2. A complete listing of products and services. Food exhibitors must include pricing with the menu. Retail exhibitors should include a range of prices for their products/services. Photos or samples of products are helpful and encouraged.
3. A photograph or artist's rendition of your booth design. Photos of prior exhibits and/or set-up specs are acceptable.



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## 2017 COMMERCIAL EXHIBITOR APPLICATION

### COMPANY INFORMATION

Booth Name (as advertised to the public):

\_\_\_\_\_

Company Name (as it would appear on the lease):

\_\_\_\_\_

Contact Name:

\_\_\_\_\_

Fed. Tax ID Number (required): \_\_\_\_\_

Texas State Tax ID Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### EXHIBIT HISTORY/EXPERIENCE

Have you or your company ever exhibited at the Houston International Jazz Festival?

\_\_\_\_\_

If yes, when was the last year? \_\_\_\_\_

List other shows/fairs where you have exhibited, when, and approximate attendance, if known:

\_\_\_\_\_  
\_\_\_\_\_



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## BOOTH INFORMATION:

Requested Booth Dimensions (i.e. booth configurations, minimum & maximum space requirements for your exhibit):

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Mobile Units/Concession Trailers: Size of mobile unit (including awnings and hitch), as well as all space needed (ground measurements, including storage areas), and where service from (end, side, either, or both).

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## EXHIBIT CATEGORY

From the list below, please select a single category that best represents your exhibit. If you feel your product offering fits within multiple categories, please choose the single category that you feel best describes your primary product offering.

Multiple category submissions will not be accepted.

Art: framed and unframed art, prints, photography and sculpture by an artist, photographer or dealer

Attraction: on-site photography, handwriting analysis, astrology, spin or sand art, etc.

Children's Items: children's clothing, toys, games, plush animals, etc.

Clothing & Shoes: boots, shoes, jackets, coats, etc. Check all that apply:

Western                       Women's

Non-Western                       Men's

Children's

Communications: radio/television promotions, magazine publications, service providers, etc.

Fashion Accessories: costume jewelry, fashion belts, novelty hats, sunglasses, etc.

Food: food prepared **off-site** for on-site consumption

Food Truck: food prepared on-site for on-site consumption (**must submit a copy of City of Houston permit**)

Furniture: furniture for home or office

Government/Public Service: government, not-for-profit agencies, and public awareness material

Health/Beauty: health and beauty aids

Home, Gift & Garden: decorative items, rugs, candles, gift items, housewares, cooking items, etc.



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\_\_\_\_\_ Jewelry: (circle one)

[Costume/Fashion]

[Silver]

[Gold]

[Beaded]

[Custom]

[Native American/Southwest]

\_\_\_\_\_ Leather Goods: belts, wallets, purses, etc.

\_\_\_\_\_ Service and Information Providers: banks, membership sales, property sales, insurance, utility companies, animal breed associations, etc.

\_\_\_\_\_ Specialties: unique product or specialty item

\_\_\_\_\_ Specialty Foods: food products that are packaged for home consumption and not prepared on site

\_\_\_\_\_ Universities: college/university recruiting materials

\_\_\_\_\_ Vehicles and Accessories: automobile displays, trailer accessories, vehicle accessories, golf carts, ATVs, utility vehicles

\_\_\_\_\_ Western Specialties: products with a western theme, animal skins, rustic gifts, iron works, signs, etc.



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## PRODUCTS

Please provide a complete listing of products and services you would like to sell, distribute and/or display at the Houston International Jazz Festival. Food exhibitors and Attraction exhibitors must include pricing with the menu or services offered. Photos or samples of products are helpful and encouraged. Feel free to attach additional pages if needed.

If we are able to offer exhibit space to your company, your lease agreement will be offered based on this list. In order to avoid product saturation and offer a variety of exhibits to our guests, the Festival may not approve some of the items on your list. The Houston International Jazz Festival is a family oriented program. Items, products or services that do not meet these criteria will not be accepted. Once your lease agreement is issued, you may not display or sell any items which are not approved on your lease agreement. We require that your products remain within your primary exhibit category. Violations could result in immediate termination of your lease agreement and forfeiture of your lease fee. Please describe in detail, the products and services your company would like to offer in our Festival. Attach additional pages if needed.

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## APPLICATION TERMS/AGREEMENT

The undersigned agrees to abide by the rules and regulations of the Houston International Jazz Festival as stipulated in the commercial exhibit lease agreement, should space be available and a lease agreement offered by the Festival. The undersigned further understands that this is an application and not an exhibit lease agreement. Should a lease agreement be offered, the exhibitor must remit payment by **August 3, 2017**. By signature on this application, you authorize the Houston International Jazz Festival to secure information concerning any of the above facts and allow third parties to furnish such information to the Houston International Jazz Festival.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**RETURN COMPLETED APPLICATION, PRODUCT LIST, AND PICTURE OR DRAWING OF BOOTH**

**SCANNED AND EMAILED BY AUGUST 1, 2017 TO:**

Denise Kennedy

jazzed@jazzeducation.org