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.
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:

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
Booth Information:

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

_____________________________________________________________________________________

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):

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________
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
   _____ Non-Western
   _____ Women’s
   _____ 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.
Houston International Jazz Festival

______ 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.
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.

______________________________________________________________

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