



## VENDOR SPACE REGISTRATION AND EVENT TERMS & CONDITIONS

1. College Park JazzFest is a rain or shine event on **Saturday, November 9, 2024** from 5-11pm on Edgewater Drive in College Park.
2. **No refunds. Includes, but not limited to, weather, failure to adhere to Terms & Conditions, and/or Vendor no-shows.**
3. Vendor must sign and submit the College Park Main Street's Hold Harmless/Indemnification Form in order to participate in event (this will be sent to the name/email on file, at the time of registration). **Failure to submit signed document will deny Vendor access to the event.**
4. Vendor is responsible for Occupational and other licenses, as required by law:
  - **Proof of Liability Insurance, listing the College Park Main Street as an Additional Insured**, is required for ALL Vendors (*if you are not required to carry Liability Insurance, please contact the College Park Main Street office to discuss other options*). Failure to submit proof of insurance/Additional Insured (COI) could deny Vendor access to the event.
  - Food Vendor is required to have food service license and must comply with all state laws and regulations.
5. **Food Truck / Food Vendors** must select/pay the correct registration level and indicate need for electric.
6. Vendor spaces are **10' X 10' with access to electricity; Vendor is responsible for providing extension cords, lighting, tent, decor, chairs, etc.**
7. Non-food Vendors may NOT give away or sell any food or drink products.
8. Vendor Check-In & Set-Up begins at 2PM - NO early arrivals.
9. **ALL Vendors must check-in at the specific location and time that will be in the VENDOR PACKET emailed 7-10 days before the event.**
10. Vendor must abide by all rules & regulations, including directions provided at check-in/arrival. Failure to adhere to instructions may deny Vendor entry to this (forfeiture of registration fee) and future events.
11. Vendor is responsible for maintaining their booth area at all times and must keep their space tidy and remove all trash (during event and at tear down).
12. Vendor, or a representative of your business, is required to remain in and/or with the booth throughout the entire event.
13. **Booth tear down is 11PM; early tear down will deny entry to future events.**

If you have questions regarding your Vendor Space/Registration, please  
EMAIL:

**[Assistant@collegeparkmainstreet.com](mailto:Assistant@collegeparkmainstreet.com)**