



We appreciate your interest in applying to be a food vendor at the 2008 Jubilee Jam Music Festival. Enclosed you will find preliminary data concerning the food vendor requirements as well as an application for participation. Please read the information carefully before completing the application. Jubilee Jam will issue invitations based on the information provided in the application. *Incomplete applications will not be considered.* All applications must be hand delivered or submitted by US Mail or express mail service (i.e. Fed Ex, UPS, etc.) to the address below. No faxed applications will be accepted. The deadline for food vendor applications is May 2, 2008. No application postmarked after May 2<sup>nd</sup> will be accepted for the 2008 Festival. Participation invitations and contracts will be issued via phone and/or US Mail on or before May 9, 2008.

All food vendors interested in participating in the 2008 Festival must submit a completed application form, a proposed menu with pricing, a layout of their area including width and depth, and a picture (photo) of their booth and/or trailer by the application deadline; application and photos may be submitted electronically.

#### Event Dates & Hours of Operation

The Jubilee! Jam Music Festival will be held on June 13<sup>th</sup>, and 14<sup>th</sup> on Capitol Street in, downtown Jackson, MS. The event is held rain or shine. Attendance averages over 30,000 over for the two days.

On event days, vendors are expected to be open, staffed and ready for business when the gates open and to operate continuously until the end of the event day. Vendors are not permitted to close early. The hours of operation for each event day are as follows:

Friday, June 13<sup>th</sup> 6:00 p.m. 12:30 a.m.

Saturday, June 14<sup>th</sup> 3:00 p.m. 12:30 a.m.

All vehicles must exit the park one (1) hour prior to gates opening and will not be permitted to re-enter the park until one (1) hour after the event closes.

#### Selection Criteria and Process

Selections will be based on several criteria. These include, but are not limited to: quality, value and uniqueness of proposed menu selections, ability to effectively service thousands of patrons over the course of the event, experience in high-volume food service at outdoor events, level of professionalism exhibited by signage, equipment and set-up, and local or regional representation. **The appearance of your vending operation is highly important.** Vendors will be notified of their selection status via phone or US Mail on or before May 9, 2008.

### Menu Selection and Policies

As part of the application process, vendors are required to submit a proposed menu including prices. Selection of vendors is based, in part, on menu items offered as well as value to the patron, with preference given to vendors that offer unique or more regional cuisine selections at reasonable prices. If selected, your final menu and prices will be subject to approval by Jubilee Jam. Selected vendors may only sell those items listed in their contract and must sell them at the prices specified.

### Vendor Fees:

Selected vendors will be required to pay a participation fee, clean-up deposit and temporary health permit fee. Vendor fees are based on total space required for vending, prep and storage space. Vendors are provided access to reasonable electrical service, a garbage receptacle and trash pick-up. Vendor fees for the 2008 Festival are as follows:

Participation Fee: \$500 per space (reasonable linear frontage)

Clean-up Deposit: \$250 per space, refundable if space is clean upon load-out

Permits: \$15 Temporary Health Permit

A minimum of 10 linear feet (frontage) per stand is required for each event. Participation fees, clean-up deposit(s) and permit fees are due upon return of the signed contract.

### Commission

In addition to the participation fee, all vendors (except those granted product exclusivity) will pay Jubilee Jam a commission of 25% of gross sales, excluding sales tax. ALL FOOD AND BEVERAGE SALES ARE BY CASH ONLY.

Settlement will be handled on-site at the end of the event, Saturday, June 16, 2008 - NO EXCEPTIONS. Vendors will be required to pay the balance of their commissioned sales, less the initial participation fee of \$500 per space, along with any additional commission due Jubilee Jam, during event settlement.

### Product Exclusivity

Vendors interested in selling particular menu items exclusively should contact Elton Moore at (601) 259-5989 to discuss available options. Vendors granted exclusivity for a particular item will pay a higher commission, to be negotiated on an individual basis.

### Vendor Badges

Each vendor is provided a number of admission badges for employees. Vendors with a booth space of 20 linear feet and less will receive up to 10 badges per booth space, while vendors with a booth space larger than 20 linear feet will receive up to 15 badges per booth space. Additional badges may be purchased in advance of the Festival; information on this will be relayed to selected vendors at a future date. Admission badges must be distributed to employees prior to their scheduled shift. There is no will call for vendor badges.

### Permits and Licenses

Participating food vendors are expected to comply with all rules and regulations of the Jackson Police Department, Jackson Fire Department, Jackson/Hinds County/State of Mississippi Health Department and any other governing authorities' rules and regulations which might apply. Jackson/Hinds County requires that all vendors have a Temporary Health Permit. The total fee for the Health permit is \$15 per booth and must be paid onsite directly to the city/county representative.

**Additional Requirements and Regulations:**

- All food and beverage purchases at Jubilee Jam are by CASH ONLY. All vendor prices must include sales tax.
- Participating food vendors will be required to furnish to Jubilee Jam a certificate of insurance evidencing a minimum \$500,000 combined single limit general liability coverage naming Jackson Arts and Music Foundation, TCB Entertainment and Quiddity Entertainment as additionally insured. Proof of automobile and Workers' Compensation coverage with minimum coverage of \$100,000 combined single limit is required as well.
- Vendors must order reasonable electrical service directly from Jubilee Jam. Vendors are prohibited from bringing their own generators on-site.
- All participating food vendors must display professional looking menu boards specifying menu items and prices. Menu boards must be displayed at all times. No changes to menu boards will be allowed without prior consent from Jubilee Jam. **Jubilee Jam reserves the right to specify what items, brand names and portion sizes may be sold by vendors, as well as prices vendors may charge for menu items.**
- Jubilee Jam will maintain all sales of soft drinks and water products for the entirety of the festival. Food vendors are NOT allowed to serve soft drink and/or water products, but may serve lemonade and tea. All "Official and Exclusive" soft drink and water products must be purchased on-site.
- Food vendors will not be allowed to sell, give away or consume alcoholic beverages.
- Food vendors will not be allowed to sell any non-food items without written permission from Jubilee Jam. Use of the name "Jubilee! Jam" or any variation thereof, on any signage, T-shirts, printed materials, etc. will not be allowed without written permission from Jubilee Jam.
- The solicitation and/or acceptance of tips by participating vendors and their employees is strictly prohibited. Vendors found to be soliciting and/or accepting tips will be fined \$100 per incident, and/or closed and evicted from the event site.

Please mail completed application to:

Jubilee! Jam 2008  
Attn: Elton Moore  
18051 Midway Road  
Terry, MS 39170

Or via email to Elton Moore at:

turkeyleg2@aol.com

**Applications must be hand delivered or postmarked no later than May 2, 2008. Jubilee Jam reserves the right to reject any and all applications submitted. No faxed applications will be accepted.**

**Please type or print legibly. Read accompanying information before completing this application.**

Jubilee JAM Food and Beverage Application 2008

**\*\*You Must Include a Photo of Your Trailer and/or Vending Location\*\***

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening \_\_\_\_\_

Other: Fax \_\_\_\_\_ Mobile \_\_\_\_\_

E-mail \_\_\_\_\_

**SPACE REQUIREMENTS**

Space size requested: \_\_\_\_\_ linear feet (width and depth)

Number of spaces requested: \_\_\_\_\_

**ELECTRICAL REQUIREMENTS**

Indicate **TOTAL** electrical power needed for your stand(s):

Voltage: Amperage: \_\_\_\_\_

Special electrical needs/requirements (i.e. 3 phase): \_\_\_\_\_

**PROPOSED MENU ITEMS AND PRICING** (provide additional on separate sheet if needed)

1. \$
2. \$
3. \$
4. \$
5. \$

**APPLICATION IS NOT A GUARANTEE OF ACCEPTANCE. DO NOT ENCLOSE PAYMENT FOR VENDOR FEES! THIS APPLICATION IS NOT A CONTRACT AND IS IN NO WAY BINDING TO JUBILEE JAM. YOUR SIGNATURE BELOW INDICATES THAT YOU HAVE READ THE ACCOMPANYING INFORMATION AND THAT THE INFORMATION YOU HAVE PROVIDED ON THIS APPLICATION IS CORRECT.**

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