



PO Box 8981  
Minneapolis, MN 55408  
(612) 827-2422  
info@freedomjazzfestival.org  
www.freedomjazzfestival.org

May 30, 2009

## Be a Star with the 2009 Freedom Jazz Festival!

Dear Partners and Sponsors,

Jazz will be grooving again at Minnehaha Falls Park! Jazz lovers from all over the Twin Cities metro area have come to recognize the annual Freedom Jazz Festival as one of the most anticipated and well attended events of the summer.

The Freedom Jazz Festival celebrates the cultural and historical origins of jazz. An eclectic mix of local bands and well-known artists draws a culturally diverse group of people from all walks of life. Guests relax in the lush atmosphere of the park enjoying hot jazz, cool fun activities, crafts, exhibits, vendors and great food. The event is accessible, free and open to the public.

The Freedom Jazz Festival is a feel good event in these times and you can be a part of helping us create a rocking good time on Saturday, August 1, 2009. Our aim is to draw people to the music outside of the nightclub scene, inspire a whole new generation of jazz lovers, and highlight the talent in Minnesota such as the Capri Big Band. This year we are expecting to attract 3,000 people or more that will be bopping their heads and tapping their feet to the jams in the park!

Freedom Jazz Festival Inc. is a non-profit, volunteer, tax-exempt organization that builds community through cultural awareness, artistic expression, and educational programs. Sponsorships are affordable and range from \$50 to \$500 or more to keep the jazz festival in the groove. Contributions of cash, goods, or services are welcome. If you decide to contribute or collaborate with us, we are able to offer the following:

- ~ Acknowledgement of your sponsorship in all media outlets and on our website.
- ~ Promotions via Email blasts, print radio, TV, and community networks.
- ~ Acknowledgement of your sponsorship and level in all media publications.
- ~ A banner listing sponsors in a designated, prominent position on stage.
- ~ List your name, business/organization in our program book to promote your generosity.

Enclosed is a sponsor application, flyer and return envelope for your convenience. For more information, please contact our coordinator at (612) 825-3675.

We look forward to building a relationship with you and appreciate any support you would be willing to offer towards this unique afternoon of music, sun and fun!

Sincerely,

Lamarr Scott  
President

*Freedom is the heart and soul of people and jazz is the expression of freedom and its creativity.*



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## SPONSOR APPLICATION

Name			
Address			
City, ST, Zip			
Phone #s			
Email and Fax			
Business type			

Please indicate your level of support. Thank you!

	5 ★ Sponsor	\$501- more	Your name and business ad (Full page) in program book, on stage sponsor board, and link on FJF website.
	4 ★ Sponsor	\$351-500	Your name and business ad (Full page) in program book, on stage sponsor board, and link on FJF website.
	3 ★ Sponsor	\$201-350	Your name and business ad (1/2 page) in program book, on stage sponsor board, and link on FJF website.
	2 ★ Sponsor	\$101-200	Your name and business ad (1/2 page) in program book, on stage sponsor board and link on FJF website.
	1 ★ Sponsor	\$50-\$100	Your name and business ad (1/2 page) in program book and link on FJF website.

Program Book Measurements: 5.5 inches x 8.0 inches

Advertise in Program		1 Line \$10		5 Lines \$20		Biz Card \$30		½ Page \$40		Full Page \$50
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Please indicate your contribution of program support (cash, goods, or services).

Artist Fees	Equipment	Media/Publicity	Printing	Supplies
\$	\$	\$	\$	\$

- ~ Please send your advertisement and/or information (JPG, PDF file) to our E-mail address info@freedomjazzfestival.org or US Mail address below by **Wednesday, July 15, 2009.**
- ~ Checks or money orders payable to: Freedom Jazz Festival, Inc. or FJF, Inc.
- ~ Mail form and payment to: FJF, Inc. – PO Box 8981, Mpls, MN 55408, by **July 15th.**
- ~ Children, family and community friendly ads and sponsorships.
- ~ A receipt acknowledging your contribution will be mailed to your address.

***Thank you for your support and tax-exemption contribution!***

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## Ads, Exhibitors and Vendors Applications

May 30, 2009

The Freedom Jazz Festival (FJF) is currently accepting applications for Ads, Exhibitors and Vendors for the 2009 Freedom Jazz Festival. We are looking forward to exhibitors and vendors sharing their great community and family friendly information, beautiful and creative arts, delicious food and businesses.

- ~ Arts and Crafts
- ~ Community and Home information
- ~ Education
- ~ Entertainment
- ~ Food
- ~ Health
- ~ Networking
- ~ Social Services

If you would like to apply for a space, please fill out the attached application and submit with your fee by Saturday, July 15, 09 to:

Freedom Jazz Festival, Inc.  
PO Box 8981  
Minneapolis, MN 55408

The vendor fee for the festival is \$105 for all spaces that include 1 table (8 ft) and 2 chairs. See pages 2 and 3 for the vendor application, guidelines and rules. The program book will include a Vendors listing for guest information. Additional advertising is also available on page 4.

FJF will award vendor space based on type of vendor, items and services. To maintain a clean, consistent and quality look at the event, we require that all vendors have a professional presentation and food vendors must adhere to all Health and Fire Department guidelines. Alcoholic beverage sales and smoking of tobacco products are not allowed at or around vendor spaces. Please allow 3 weeks for application process and acceptance notification.

Please call (612) 825-3675 if you have questions.

Thank you for your participation and support!

[www.freedomjazzfestival.org](http://www.freedomjazzfestival.org)

***Disclaimer and Indemnity:*** The Festival will be held rain or shine to the best abilities of the Presenters. Presenters make no representation as to the number of potential Festival attendees and assume no liability for any financial loss due to Vendor's operation at the Festival. Vendor assumes all responsibility for a) loss, personal injury and/or liability for any damage to its property or merchandise; and b) any sickness or illness caused from the food and/or drink served from its concession. Vendor expressly agrees to indemnify, protect and hold harmless the Presenters; its officers, directors, principals, executive committee members, Festival sponsors and the City of Minneapolis, MN from any liability whatsoever in connection with this event.

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Business/Organization Name: \_\_\_\_\_

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

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

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

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

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_ MN Sales Tax ID # \_\_\_\_\_

Do you require access to electricity? Yes \_\_\_\_\_ No \_\_\_\_\_

**Fees: \$105 (Includes 1 – 8 ft Table & 2 Chairs)**

- Q **Food Vendors:** Required to hold a Seasonal or Short Term Food Permit with the City of Mpls.
- Q **Your Food Permit #:** \_\_\_\_\_ and attach copy of approved short-term food permit from the City of Minneapolis. To apply for a food permit, pay \$84 fee to the City of Mpls. Call 612-673-2170, or print the form on the City's website: [www.ci.minneapolis.mn.us/environmental-health/food-short.asp](http://www.ci.minneapolis.mn.us/environmental-health/food-short.asp)

List all Food items to be sold:

- Food Vendors are NOT allowed to sell Beverages, Hot dogs, bratwursts, ice creams or seafood.

Q **Arts, Crafts, Community, Merchandise, Non-Profit, Education/Health/Social Services:** \_\_\_\_\_  
 List Products or Service:

**AMOUNT Enclosed \$ 105.00** Cashier's Check or MO# \_\_\_\_\_ Dated: \_\_\_\_\_

**PLEASE SIGN AND RETURN ONE COPY WITH YOUR APPLICATION**

I CERTIFY THAT I HAVE READ AND AGREE TO THE FREEDOM JAZZ FESTIVAL (FJF) RULES AND REGULATIONS, Minneapolis Park and Recreation Board (MPRB) VENDING REQUIREMENTS and will communicate it to person(s) working in my vending area. Moreover, I understand that MPRB Staff may shut down my vending operation for violations of any of the above provisions. I will hold harmless the FJF, MPRB and all its employees, staff and persons associated with the event from any liability for personal injury or loss to equipment or vehicle damage that I or my staff may incur prior to, during, and after this event.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_, 2009

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### Special Instruction to Food and Beverage Vendors and Exclusions:

- ~ Food Vendors **cannot sell beverages** or non-food items of any sort.
- ~ Food Vendors **cannot sell seafood, bratwursts, hotdogs, or ice cream products**
- ~ Violation of beverage and vending rules intentionally or unintentionally, by owner or staff, will result in immediate closure of booth.
- ~ Food Vendors must be open for business between the hours of 1:00 p.m. – 6:30 p.m.
- ~ Food Vendors must comply with all Mpls Division of Environmental Health and Food Safety guidelines for dispensing foods under a short-term/seasonal food permit.
- ~ Call (612) 673-2080 for an application and more information or visit the website:  
<http://www.ci.minneapolis.mn.us/environmental-health/food-short.asp>
- ~ Failure to comply with guidelines will result in immediate booth closure by MPRB.
- ~ Canopies or tents must cover food and food preparation and serving area.
- ~ Menu must be displayed with type of food to be sold and prices
- ~ Liquid Propane Tanks – Vendors using LP tanks must apply with the Mpls Fire Prevention Bureau for a permit.
- ~ Water – Clean water is provided. Vendors must supply their own containers.

#### All Vendors

- ~ Vendors are required to maintain a staff person at their site at all times during the event.
- ~ Booth Signage – Signage must be professional. No handwritten signs allowed. MPRB reserves the right to remove inappropriate signage.
- ~ Music is not allowed in booths.
- ~ No tobacco, drug, or alcohol products allowed.
- ~ The MPRB has the right of refusal to ensure quality of products sold and to ensure diversity, thereby avoiding repetition.
- ~ **No refunds** will be given to cancellations after July 15, 09.

#### Electricity

- ~ Electricity, six total outlets, is available on the lampposts. Vendors will need to supply their own heavy-duty extension cords and a back up generator if necessary.

#### Arrival, Parking, Set Up – August 1, 2009

- ~ Vendors can set up between the hours of 10:00 a.m. and 11:30 a.m. All vendors must be set up by 12:00 p.m. and have all vehicles removed from festival grounds.
- ~ Special instructions will be given prior to arrival about the vendor parking lot location.
- ~ No vehicles will be allowed on festival grounds after 11:30 a.m.

#### Clean Up, Exiting – August 1, 2009

- ~ Vendor vehicles will be allowed back into festival grounds for loading up materials at 7:30 p.m., or when instructed by MPRB staff.
- ~ Clean Up – The area surrounding your booth must be completely clean by each vendor during and after event. MPRB will charge a **\$100.00 clean up fee** to any vendor that fails to clean up their space on after the event.

#### PLEASE SUBMIT:

- q FJF VENDOR APPLICATION, completed as required.
- q \$105 VENDOR FEE CASHIER CHECK OR MONEY ORDER
- q COPY OF 2009 MPLS FOOD PERMIT OR PERMIT NUMBER (if applicable)
- q You will be notified by July 20, 09 if you have been accepted.
- q If you have to cancel your commitment after July 15, there is no refund of your fee.
- q Your check will be returned if you are not accepted or selected.

**\* NSF checks will be subjected to a \$34 return processing fee**

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## ADVERTISING AGREEMENT

Program Book size: 8 1/2" x 5 1/2"

Please include my advertisement in the Freedom Jazz Festival Program as listed below:

- Full Page (8 " x 5") = \$50 \_\_\_\_\_
- Half Page (3" x 8") = \$40 \_\_\_\_\_
- Business Card = \$30 \_\_\_\_\_
- 5 Lines = \$20 \_\_\_\_\_
- 1 Line / Your name = \$10 \_\_\_\_\_

**PAYMENT ENCLOSED:** Total \$ \_\_\_\_\_

Check / MO # \_\_\_\_\_ Dated: \_\_\_\_\_

**Payable and Mail to:** FREEDOM JAZZ FESTIVAL, PO Box 8981, Minneapolis, MN 55408

**Your Camera Ready Art must be supplied by Wednesday, July 15, 09.**

Mail ad / art to our address above or EMAIL to: [info@freedomjazzfestival.org](mailto:info@freedomjazzfestival.org)

Advertiser Name: \_\_\_\_\_

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

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

Phone #s: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone # \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

**Please call (612) 825-3675 for more information or questions about advertising.**

Thank you!  
 FJF, Inc.

**PLEASE SUBMIT:**

- § ADVERTISING AGREEMENT, completed as required
- § CASHIER CHECK OR MONEY ORDER

- **\* NSF checks will be subjected to a \$34 return processing fee.**

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