

7th Annual Kemah “Pan Jam” Steel Drum Festival

www.kemahpanjam.com

**Saturday, March 27, 2010
10 a.m. to 10 p.m.**

Dear Vendor,

By presenting the rich sound of steel drum music to increasing numbers of new patrons each year, the Kemah Pan Fest Steel Drum Festival helps preserve the music's rich history. This year, the Festival takes place on Saturday, March 27, 2010 from 10 a.m. to 10 p.m. on the 6th Street Parking Lot in Kemah, TX.

The Festival features bands from the Cayman Islands and across the U.S. along with well known local bands. Last year the Festival enjoyed its largest year ever hosting 7,500 patrons.

Pan Jam invites vendors of fine arts, handmade crafts and food to come join the fun. The Festival is located in the Kemah Lighthouse District which boasts nifty gift shops, fine restaurants and a lively nightlife.

Vendors can expect:

- * The Kemah Pan Jam attracts a wide cross-section of people of all ages with disposable incomes.
- * The Festival has a strong base of well-known sponsors including the City of Kemah; and enjoys strong support from other local governments and civic organizations
- * Lots of media - There will be local, regional, national newspaper, magazine, radio and TV announcements along with an Internet marketing program;

We are accepting reservations on a first come/first served basis. If you have questions, please call 866-875-8960 – toll-free voice/fax, don@ewmediagroup.com or visit www.ewmediagroup.com.

Best wishes,
Don Schwarzkopf

Application: <http://www.kemahpanfest.com/vendorapp.html>

**7th Annual Kemah Pan Jam
Steel Drum Festival**
Saturday, March 27, 2010 - 10 a.m. - 10 p.m.

VENDOR APPLICATION

Don Schwarzkopf, 866-875-8960 – toll-free voice/fax, 832-413-2217
don@ewmediagroup.com / www.ewmediagroup.com

Company Name: _____
Name: _____ Email: _____
Phone: _____ Cell: _____
Address: _____
Web Site: _____
City State Zip
Number of Booths: _____ Fee enclosed: _____
Description of items sold (must be approved by Festival): _____

FEES: *Booth fees have late fee (due after 1/10/10) already included.*
\$ _____ -- \$ 125.00 -- Arts & Crafts Booths (15'x15')
\$ _____ -- \$ 275.00 -- Food Booths (15'x15') – Permit info: Page 2, #6
\$ _____ -- \$ 175.00 -- Dessert Booths
\$ _____ -- \$ 25.00 extra – Electric – 1st 20 amp plug included – Page 2, #4
\$ _____ -- \$ 25.00 extra - Corner booth
\$ _____ -- \$ No Charge – Nonprofit
\$ _____ -- TOTAL DUE - After 3 / 01, cash, cashier's chk, money order or credit crd only

PAYMENT:
Check/money orders are payable to: Pan Jam
Credit Card # _____ Exp. Date _____
Name on Credit Card and phone number _____

Fax Application to: (409) 515-1955
Mail to: 505 Bradford, Suite C, Kemah, TX 77565

RELEASE: Applicant's signature on this application releases and forever discharges the Kemah Pan Jam, the City of Kemah, TX, EWMedia, all sponsoring organizations, their elected officials, directors, employees, and volunteers from any responsibility, personal liability, or claims of loss or damage arising out of, or in conjunction with participation in the Festival. The Festival is not responsible for any injury sustained by exhibitors, patrons or guests. Applicant stores and exhibits, their goods at their own risk. In addition, I/we have read and agree to abide by all festival regulations stated in this packet or risk removal from Festival site without refund.

Print Vendor Name _____
Vendor Signature _____ Date: _____, 2010

**KEMAH “PAN JAM”
FESTIVAL RULES/GUIDELINES**

- 1. ACCEPTANCE, CONFIRMATION AND BOOTH ASSIGNMENT:** Booth space is limited and vendors are selected on a first-come/first-serve basis. Return application along with fee before January 1, 2010 to take advantage of Early Bird Registration fee. Acceptance and booth location determined by the date application and full payment are postmarked or hand delivered.
- 2. LATE FEE:** If applications are postmarked after January 1, 2010, a late fee of \$25 will be charged. The late fee is already added to the vendor pricing on this application. Payments received in March must be by cashier’s check or money order.
- 3. EQUIPMENT:** Vendor provides tent, chairs, tables and all other set-up equipment.
- 4. ELECTRICITY:** First **20-amp** circuit included as part of registration fee. A \$25 fee will be charged for each additional 20-amp circuit. Call if you need **240-amp**. Vendors must provide their own grounded 100 ft heavy-duty cord.
- 5. WASTE DISPOSAL:** It will be the sole responsibility of each vendor to keep the vending stall and surrounding area clean. Vendors must provide their own garbage receptacles and bags.
- 6. FOOD VENDORS:**
 - Temporary Health Permit – Fee: \$75** Galveston County Health District, 1205 Oak Street La Marque, Texas 77568 - 409-938-2411; www.gchd.org/ech/foodestab.htm.
 - Fire Extinguisher** (Rated 2-A, 10-B:C or better) required with current inspection sticker.
 - Insurance:** food vendors responsible for maintaining min. \$250,000 liability insurance.
- 7. EVENT DAY SETUP:** Vendors will not set up or bring vehicles and merchandise onto festival grounds until fees are paid - **NO EXCEPTIONS**. Booth location is determined by payment order.
 - Vendor check-in – SAT @ 7:00 AM.** Vendors who have not sent in an application with fees paid in full and received confirmation are not guaranteed a space.
 - Vehicles & Parking:** Parking is first come/first served in city parking areas. There will be a designated unloading area. All vehicles must be out of the festival area by 9:45 am
 - Festival Hours:** Vendors must be ready for business by 10:00 a.m. and cannot break down their booth until 10:00 p.m. on Saturday.
- 8. BEVERAGE SALES:** The Pan Jam Committee sells all beverages at the event. Vendors may NOT sell any type of beverage unless pre-arranged. Pan Jam security will shut down offenders.
- 9. PROHIBITED MERCHANDISE:**

All merchandise must be G-rated and suitable for a family-oriented event. The Kemah Pan Jam reserves the right to prohibit the sale of any merchandise we deem not appropriate for our event.
- 10. SALES TAX:** It is the vendor’s responsibility to adhere to city and state tax guidelines in the collection and payment of sales tax. The Texas Sales Tax Info Line is 800-252-5555.
- 11. SECURITY:** Vendor will be solely responsible for the security and safety of their cash, coupons, equipment, goods, inventory, supplies or other property. No overnight security.
- 12. ACTS OF GOD:** The festival producers, promoters, sponsors, staff/employees, volunteers, etc. are not responsible or liable for personal adversity or acts of God. There will be no refunds of booth fees.
- 13. RAIN OUT POLICY:** If a date is cancelled due to rain, technical problems or any other act of God beyond the control of the festival the following shall apply: *If a rain date for the Festival is scheduled, Vendor may set- up and the booth fee will be waived, however, other fees may still apply.*

DATE: _____, 2010

Vendor Signature