



Art & Retail Vending at Jazz Fest and Portside Festival 2024

TIME SLOTS

We have 10 tents available with multiple slots for Art & Retail Vendors over the course of the two- day event. Interested vendors can choose to participate in 1, 2 or 3 of the three available time slots listed below. Please only commit to the time slot(s) for which you have availability.

Friday, June 21st ~ ALX Jazz Fest @ Portside

Vendor Time Slot: 6pm – 9pm

- Arrival Time: As early as 4:30 P.M.

Saturday, June 22nd ~ Portside in Old Town Summer Festival

Vendor Time Slot: 1pm – 4pm

- Arrival Time: As early as 11:30 A.M.
- Breakdown Time: No later than 4pm to accommodate incoming Artist.

Vendor Time Slot: 5pm – 8pm*

- Arrival Time: Can arrive at desired time but cannot set up until 4:15 P.M. as will need to accommodate breakdown time for Artist in earlier time slot.

**If Vendor chooses both time slots for Saturday, June 22nd, they will be allowed to continue selling between 4pm – 5pm if desired.*

FEE

There is no fee involved for being an Art & Retail Vendor at this year's Jazz Fest. The City of Alexandria will not collect a portion of sales.

LOCATION

Tents will be set up at the Unit Block (between Union St. and Waterfront Park) and the Canopy Area adjacent to the public art piece at the Waterfront in Old Town Alexandria.

Vendors will not be able to choose their tent location as assignments will be made at random. A site map will be sent out prior to the event indicating each vendor's spot.

WEATHER

The event is rain or shine. In case of flooding on the Unit Block, tents will be moved to the lawn area of the park with the public art piece.

RESOURCES PROVIDED

Each station will be equipped with:

- One 10 X 10 tent (with tent weights)
- One chair
- One table

Vendors will be permitted to bring additional tables/chairs so long as the additional equipment does not extend outside of the 10 X 10 tent area.

RESOURCES NOT PROVIDED

- Vendors will not be provided with parking or with load in/load out privileges. Vendors must find and pay for their own parking/transportation (there are a multitude of nearby parking garages). Vendors are responsible for bringing all equipment/supplies from their vehicle to their tent location. Staff will not be available to assist.
- Additionally, there will be no staff available to offer support to any individual Vendor. For any type of break, the Vendor is responsible for ensuring the safety/security of their belongings. Vendors are welcome to bring an assistant to support as needed.
- WiFi is limited. If WiFi is needed, Vendors should plan to use an internet "hot spot" with their cell phones.
- There are no electrical outlets available. Vendors will not be permitted to run extension cords across the premises.

VENDOR RESPONSIBILITY

In addition to the previously mentioned responsibilities, Vendor further confirms that the content presented by the Vendor during the event is:

- a) the Vendor's own original work or,
- b) available for use without permission because they are in the public domain or,
- c) when materials utilized are not the Vendor's own original work or in the public domain, they are either presented with the permission of the originator / owner of the material or are believed to be within the "fair use" exemption of copyright law which includes use for purposes of criticism, news reporting, commentary, teaching and research.

VENDOR CODE OF CONDUCT

Vendors will treat patrons with respect and may not approach any patron in an offensive manner. Vendors cannot solicit for sales (ex: calling out to passerby from tent), impede pedestrian access to the event or park, or come in direct contact with a passerby that did not choose to actively engage in Vendor's business.

TIMELINE OF PROCESS

- **Friday May 31, 2024:** Last day that vendors can submit applications through online City portal no later than 11:59PM (applications are reviewed on a rolling basis and are first-come, first-served – APPLICANTS ENCOURAGED TO APPLY SOONER THAN DEADLINE)
- **Friday, June 7, 2024:** Final date that a vendor may be notified of selection
- **Friday, June 14, 2024:** Selected vendors confirm final setup logistics with City Staff
- **Friday, June 21, 2024:** ALX Jazz Fest @ Portside (6 – 9 pm)
- **Saturday, June 22, 2024:** Portside in Old Town Summer Festival (1 - 8 pm)
- **Monday, June 24 – Friday, June 28, 2024:** Vendors and City Staff one-on-one debrief sessions and lessons learned via phone/ virtual conference/email/onsite options.

For questions, or to request reasonable accommodation, contact Daniel Guzman, Director of Special Events: daniel.guzman@alexandriava.gov or 703.749.5419