



Dear Vendor,

On Saturday, August 17, 2019 the HarborPark Jazz, Rhythm and Blues Music Festival celebrates its 15th Anniversary on Kenosha's beautiful shores of Lake Michigan. This year we're committed to making this event an even bigger success by collaborating with the Kenosha Arts Association to create the Arts and Crafts Village. This addition is a natural fit to bringing arts and music aficionados together for a great cause. The headliner for this year's event is internationally acclaimed smooth Jazz saxophonist Paul Taylor (paultaylor sax.com). Other performers will be announced at a later date. This beloved event supports the mission of the Mary Lou & Arthur F. Mahone Fund, which provides educational opportunities for economically and academically deserving youth and supports healthy lifestyles initiatives in communities of color.

Vendor booths are available and you're invited to promote and sell food, merchandise and/or services to nearly 2,000 attendees from SE Wisconsin and Northern Illinois. If you would like to participate as a vendor, please complete and submit the enclosed vendor registration form along with your check made payable to the Mary Lou and Arthur F. Mahone Fund to the address below. **The non refundable booth fee is \$300.00 for a 10 x10 space.** Forms and payment are due by **Friday, July 19, 2019.** The following is available, upon request: access to electricity, one 6' table, and two chairs. If you decide that you need other items that are not on the form or that weren't requested in advance, i.e. electrical access, you may be charged up to an additional \$100.00.

Upon receipt of your vendor registration form and payment, a confirmation letter, copy of the signed contract and 2 vendor admission passes will be sent with specific instructions. Setup time on the day of the event is 9:00am – 12:00pm. Setup must be completed by 12:00pm unless advance approval is obtained to set up later.

To maximize your sales, the vendor committee reserves the right to screen and limit the types of foods, beverages and products being sold to minimize duplication. The sooner a vendor registration form and payment is received, the greater the opportunity for approval of those items being sold. **Please note: HPJRB reserves the right to sell all beer and wine.** Vendors may sell soda and water.

It is my hope that you will consider joining us for this fun filled day that benefits such a worthy cause! Should you have any questions or require additional information, please do not hesitate to contact me at 262-620-8482 or email thenelsonsonteam@yahoo.com.

Sincerely,

A handwritten signature in black ink that reads "Michelle Nelson".

Michelle Nelson
Vendor Co-Captain
HarborPark Jazz, Rhythm & Blues Festival Committee Member

mahonefund.org

600 52nd Street, Suite 110 • Kenosha, WI 53140

Telephone: 262-654-2412 • Fax: 262-654-2615



Confirmed in compliance with National Standards
for U.S. Community Foundations



2019 CORPORATE VENDOR REGISTRATION FORM

VENDOR NAME: _____

CONTACT PERSON: _____

BUSINESS ADDRESS: _____

BUSINESS PHONE: _____

WEBSITE: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

Type of vending: Food/Beverages Merchandise Services

Items available upon request (check all that apply):

Electricity - yes or no (circle) voltage required: _____ one 6' table two chairs

As an authorized representative, of said business listed above, I agree to the following:

- Enclose a check for a \$300 non-refundable booth fee with Vendor Registration Form. Check should be payable to: Mary Lou and Arthur F. Mahone Fund. Forms are due by Friday, July 19, 2019.
- Obtain all necessary permits and approvals from the Kenosha County Health Department if providing food/beverages. Call Kenosha County Division of Health at 262-605-6700 for more information. Permits must be available for review by Vendor Committee the day of event prior to setup.
- Provide a 10 X 10 canopy or tent. Space is limited. Use of an area larger than 10 X 10 must be authorized in advance. (Additional fees may apply.)
- Bring a minimum of a 2A 10BC fire extinguisher for use at booth.
- Bring own lights and adequate number of exterior-grade extension cords, if electricity is requested.
- Keep vending area clean at all times and remove all trash and debris (including cooking oil, cardboard and other recyclables) from booth location at the end of the day.
- Remove all of equipment by 11:00pm on August 17, 2019.

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____



RELEASE STATEMENT

(The following release must be read and signed to complete this registration form)

In consideration of being permitted to participate as a vendor for the 2019 HarborPark Jazz, Rhythm & Blues Festival, and in full voluntary recognition and assumption of any risk and hazard associated with my participation, _____(print/full name) for myself and my heirs, personal representatives, successors and assigns, hereby voluntarily release the Mary Lou and Arthur F. Mahone Fund and the Kenosha Community Foundation, the City of Kenosha, HarborPark Jazz, Rhythm & Blues Committee, all HarborPark Jazz, Rhythm & Blues sponsors, participating concessionaires, its officers, employees and representatives, and all other entities or parties associated with the 2019 HarborPark Jazz, Rhythm & Blues Festival event, from any and all claims, losses, damages and liabilities arising from death, injury, illness or damage incurred or suffered by me or any other person arising out of, relating to, or resulting from my participation in the 2019 HarborPark Jazz, Rhythm & Blues Festival event and related incidental activities including pre-event set-up and post-event tear-down activities.

Authorized Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

Return Vendor Registration Form (Including Release Statement & Product List) and Fee to:

Mary Lou and Arthur F. Mahone Fund
Kenosha Community Foundation
600 52nd Street, Suite 110
Kenosha, WI 53140

no later than July 26, 2019

mahonefund.org
600 52nd Street, Suite 110 • Kenosha, WI 53140
Telephone: 262-654-2412 • Fax: 262-654-2615



FOOD, BEVERAGES, MERCHANDISE and/or SERVICES LIST

Please describe any and all of the following which you will provide as a vendor:

FOOD/BEVERAGES:

MERCHANDISE:

SERVICES:

OFFICE USE ONLY	
DATE RECEIVED _____	SPECIAL INSTRUCTIONS/NOTES:
PAID- YES/NO \$ _____	_____
APPROVED- YES/NO _____	_____

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