



## RETAIL & FOOD VENDOR APPLICATION

The Vanity Ballroom is one of the last surviving big-band era ballrooms in Detroit with a rich cultural legacy! Nestled in the Jefferson-Chalmers Historic Business District, this neighborhood gem was a hotspot for jazz and blues music from the 1920s to 1950s. The Vanity was a popular social gathering space that included \$.05 cent dances on a spring-loaded wood dance floor where patrons could enjoy selections provided by musical legends such as Duke Ellington, Cab Calloway, the MC5 and the Stooges, who often played its stages.

Join us as we celebrate the amazing heritage of the Jefferson-Chalmers neighborhood and that of the Vanity Ballroom as JEI hosts *Jazzin' At The Vanity*, a free 2-day jazz and blues festival featuring live performances, great food, an amazing marketplace, crafts, visual art experiences, activities for kids and much more!

An extension of the popular annual *Jazzin' On Jefferson* neighborhood festival presented by Jefferson East, Inc, a Detroit neighborhood nonprofit, *Jazzin' At The Vanity*, now in its third year, will attract a diverse, family-friendly audience and is nestled in the center of the historic Jefferson-Chalmers Business District.

We extend an invitation to retail, craft, food and service vendors to participate in this year's festival. If you would like to showcase your business or organization, please complete the Vendor application and return the form with your deposit by **Monday, May 15<sup>th</sup>**.

Vendors will be notified of acceptance on a rolling basis. Your deposit will be returned if you are not accepted. Approved vendors must pay the balance of their rent by **Friday, June 2<sup>nd</sup>**, or risk losing their space. Late applications will be considered **ONLY** if space is available. As we confirm vendors, we will provide further information pertaining to parking and booth location.

All vendors must commit to participate during both dates (**June 10<sup>th</sup>** and **11<sup>th</sup>**). We will select an array of vendors so as not to duplicate types of food or merchandise sold. Vendors will be considered for selection on a first come, first served basis.

**Retail Vendors** - We invite those with new or intriguing items to secure a booth at the festival. Booths will be placed in the center of Jefferson Ave. Each retailer will receive a 5x5 corner in a 20x20 tent. Back panels for hanging work will be provided on two sides of the tent. The remaining sides will be open to the public.

**Food Vendors** - All food and drink applicants fit in this category. Vendors must either have a state health license or pay for a temporary permit. Serving trailers and trucks must have Detroit Fire Department certifications.

Thank you for your interest in *Jazzin' at the Vanity*.

For more information, please contact:

**Sabrina Underwood - JEI Marketing & Communications Manager**

Phone: 313-261-2947

Email: [sunderwood@jeffersoneast.org](mailto:sunderwood@jeffersoneast.org)

**Mark Loeb, Integrity Shows**

Phone: 313-486-2666

Email: [Mark@IntegrityShows.com](mailto:Mark@IntegrityShows.com)

**Denise Latten, Integrity Shows**

Phone: 313-605-7156

Email: [Denise @IntegrityShows.com](mailto:Denise@IntegrityShows.com)

Sincerely,

Sabrina Underwood, Jefferson East, Inc.  
Integrity Shows

Mark Loeb, Denise Latten

**RETAIL & FOOD VENDOR APPLICATION  
JAZZIN' AT THE VANITY • JUNE 10-11, 2023**

NAME \_\_\_\_\_

PHONE (        ) \_\_\_\_\_ FAX (        ) \_\_\_\_\_

CELL PHONE (        ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**Applicants will only be considered with this completed form.**

- \$100 deposit is due and payable with this application. If not accepted, deposit will be returned.
- Application is Due by Monday, May 15, 2023
- Balance is due on Friday, June 2, 2023

**Please indicate which category you are applying in.**

**RETAIL VENDOR:**

Vendors applying for space inside the **Vendor Marketplace** (see below) will receive a 6ft table in a **shared** tent. There will be basic lighting as determined by JEI. **No electricity is provided or available.**  
**No food or drink may be sold. This option is only available to food vendors.**

\_\_\_\_ I am applying for the Vendor Marketplace. \$200 rent includes 1 6ft table and 1 chair. Payment is being made in full.

\_\_\_\_ I am applying to sell my products or services. I will need a 10 x 10 tent. I understand that the \$415 rent includes the required City of Detroit license fee. I have included my \$100 deposit (to be returned if not accepted). The balance of \$315 is due by June 2, 2023.

**FOOD VENDOR:**

Food vendors will receive either a 10x10 tent or space for a trailer or food truck. **There is no exclusivity**, but JEI will work to assure a variety of food items. **Vendors may sell beverages but not alcohol**. Power is available at an extra cost (based on your needs) if ordered prior to May 26<sup>th</sup>. Your fee covers your City event permit. **Non-prepacked food vendors are responsible for all food licensing costs.**

- \_\_\_ I am a package food vendor and would like a 6' table in a group tent – \$200
- \_\_\_ I have my own food truck/trailer/tent/unit less than 30' long – \$600
- \_\_\_ I need a 10x10 tent with two tables and cooking space beside it – \$600
- \_\_\_ I have my own 10x10 and need up to 15' of space- \$500

HEALTH LICENSE- \_\_\_STFU, \_\_\_ Mobile, \_\_\_ Need temporary (\$250) \_\_\_ Cottage or packaged foods.4

**PRODUCTS**

Please indicate your desired sale items below.

Description of Item (s)	Price
(1) _____	
(2) _____	
(3) _____	
(4) _____	
(5) _____	
(6) _____	

**Initial Here and Sign Next Page** \_\_\_\_\_

**ADDITIONAL NEEDS**

- \_\_\_ 110v power for food booths only. \$100 for each 20 amp circuit. List equipment to power:  
 \_\_\_\_\_
- \_\_\_ 220v power for food booths only. \$250 minimum charge based on your needs.

**CONTRACT AGREEMENT**

**Hold Harmless**

**Insurance**

During the term of this agreement, vendor will obtain and maintain comprehensive general liability insurance, including personal injury liability and property damage liability coverage (and including contractual liability insurance for the indemnification provision of this agreement), which shall include coverage for any and all damages, injury or loss arising out of, resulting from or in any way connected with vendor's participation. The amount of coverage required under this provision shall be no less than \$1,000,000. Such insurance coverage shall be purchased and maintained at a reputable and appropriate insurance company. Vendor shall name JEI as an additional insured of said property and provide JEI with a certificate evidencing such insurance coverage at least 10 days prior the event.

**Independent Contractors**

Vendor and JEI are independent contractors and this agreement is not intended to and shall not be construed to create a joint venture or partnership between the vendor and JEI .

**Marketing**

Acceptance into the festival gives JEI permission to use vendors name, logo and image in promotion.

The undersigned Vendor has read, understands, and agrees to comply with all of the rules, terms, and conditions that are set out by JEI in connection with the event known as "Jazzin' at the Vanity".

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**MAIL TO:**

**Sabrina Underwood, Jefferson East Inc., 300 River Place Dr. #5250, Detroit Michigan 48207**

**INCLUDE:**

- \_\_\_ Application
- \_\_\_ Deposit
- \_\_\_ Photo of booth if available
- \_\_\_ Food license (if appropriate)



If you have any questions, please contact:

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