



Jazz at The Mill
300 North Maple Street
Lebanon, Tennessee 37087
(615) 443-6901

January 16, 2013

Dear Exhibitor:

Happy New Year! Spring is just around the corner and we are excited to present the inaugural Jazz at The Mill Jazz Festival Friday, April 19th – Saturday, April 20th – a signature fundraising event for the Wilson County Children's Music Association (WCCMA). We invite you to join us by taking part in the Jazz at The Mill Marketplace as an exhibitor for our anticipated 2,000 guests!

Jazz at The Mill is an opportunity for the general public to experience wonderful music, professional performers, and enjoy the company of other aficionados of music. Performances will be held in the Atrium featuring established artists that range local to international. The Festival begins on Friday evening with a VIP ticketed event and continues on Saturday with free admission.

The Jazz at The Mill Marketplace will be held in Edgerton Hall and will be open for festival attendees on Saturday from 9:00 am – 9:00 pm. Our attendance goal is 2,000 and we plan to reach and exceed this goal with a significant marketing and PR campaign that begins this month. You can learn more about the festival and the Marketplace by visiting jazzatthemill.com.

If you are interested in being an exhibitor at Jazz at The Mill, please review the exhibitor packet of information that includes a festival fact sheet, exhibitor application, and contract terms & conditions. If you have specific exhibitor questions you may contact Cheryl Bockstruck at (615) 491-7709 or email at cbock@charter.net.

Wilson County Children's Music Association is a Tennessee not-for-profit organization. The purposes of WCCMA are: to stimulate, promote, teach and develop interest in music; to educate the general public in the styles of music and the role music study plays in developing cognitive skills; to create opportunities for all who are interested in music to participate in its activities; to advance the general level of culture in the field of musical arts by the establishment and maintenance of a scholarship fund for the promotion of private lessons for children up to 18 years of age studying any orchestral instrument with teachers who have established credentials; and to bring jazz and instrumental music to areas and centers not adequately served at the present time.

Hopefully your plans include being an exhibitor at Jazz at The Mill April 19 -20. We are dedicated to hosting a superior festival to benefit youth music education while offering free admission to the general public and the opportunity for local and regional businesses to market and sell their products.

Best wishes from the WCCMA/Jazz at The Mill Board. We look forward to seeing you in April!

Sincerely,

Cheryl Bockstruck
Board Member/Exhibit Coordinator

Yvonne Wood
Board Member/Exhibit Coordinator



EVENT FACT SHEET

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- Dates:** April 19th and 20th, 2013
- Location:** The Mill at Lebanon
- Event Hours:** Friday, 4:00 pm – 10:00 pm (VIP ticketed event)
Saturday, 9:00 am – 10:00 pm (Free/Open to the Public)
- Tickets:** VIP Ticket includes Friday & Saturday admission
\$50 per person, \$85 per couple
- Parking:** Free
- Website:** jazzatthemill.com
- Expected Attendance:** 2,000

Benefits: The Wilson County Children's Music Association (WCCMA)

Event Description

Jazz at The Mill is the signature fundraising event for WCCMA. It is an opportunity to experience wonderful music, professional performers, and enjoy the company of other aficionados of music. Additional attractions at the Festival include various food vendors, a cash bar with café style seating, and the Jazz at The Mill Marketplace for your shopping pleasure. The event begins on Friday, April 19 with a VIP ticketed event that includes wine and Hor d'oeuvres, silent and live auctions, and several performances starting at 4:00 pm (VIP tickets are also valid for the VIP seating on Saturday). The Festival continues on Saturday, April 20 with performances beginning and the Jazz at The Mill Marketplace opening at 9:00 am.

About WCCMA

Wilson County Children's Music Association is a Tennessee not-for-profit organization. The purposes of WCCMA are: to stimulate, promote, teach and develop interest in music; to educate the general public in the styles of music and the role music study plays in developing cognitive skills; to create opportunities for all who are interested in music to participate in its activities; to advance the general level of culture in the field of musical arts by the establishment and maintenance of a scholarship fund for the promotion of private lessons for children up to 18 years of age studying any orchestral instrument with teachers who have established credentials; and to bring jazz and instrumental music to areas and centers not adequately served at the present time.

No outside food or beverages.
Registered companion pets only.



EXHIBITOR APPLICATION

COMPANY NAME _____

CONTACT PERSON(S) _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE _____ CELL _____

EMAIL _____ WEBSITE _____

EXHIBITOR BOOTH INFORMATION

(Please check all that apply)

___ One 10' x 10' space \$300 (Tax deductible)

Total Due: _____

___ Electric \$35
(Paid to The Mill – see attached form)

___ Yes, I would like to donate an item to the silent auction (Tax deductible)

Mail Application & Exhibitor Booth Payment To:

Jazz at the Mill
c/o Todd Tressler & Associates, PLLC
212 North Castle Heights Avenue
Lebanon, TN 37087

Checks made payable to: WCCMA
Credit Card Payments: online at jazzatthemill.com

BOOTH DETAILS

- Each booth includes one 8 foot table, two chairs, and one table linen.
- Any payments made with this application are non-refundable and non-transferable.
- Application must be completed and payment made in full no later than April 1, 2013.

Set-up Time: 9:00 am – 3:00 pm (Friday)

Exhibitor Hours: 9:00 am – 10:00 pm (Saturday)

Load-out Time: 9:00 pm (Saturday)

EXHIBITOR CONTACTS

Cheryl Bockstruck
Exhibitor Coordinator
(615) 491-7709
cbock@charter.net

Yvonne Wood
Exhibitor Coordinator
(615) 969-2857
ycwood@aol.com

I have read the terms and conditions included with this application and agree to comply with the conditions set forth.

Contact Name (please print) _____ Signature _____

Date _____

Contract Terms & Conditions

Wilson County Children's Music Association (WCCMA) presents Jazz at The Mill, hereafter referred to as "JATM," its agents, officers or employees, shall not be liable for property damage or personal injury to Exhibitor, its agents, employees, helpers &/or guests, which may occur on or about any part of the subject premises including your booth space, regardless of how such an injury or damage may have occurred. Exhibitor shall hold "JATM" harmless and shall indemnify "JATM" against all liability or expenses arising out of any claim of injury or damage to any person or property, together with all costs in connection with the defense thereto, including attorney's fees, resulting from the Exhibitor's actions.

General Conditions – This contract is subject to acceptance by "JATM" and, once accepted, shall not be subject to cancellation. The rate of interest of 1.5% per month will be charged on all past due accounts at "JATM's" option. In the event that the services of an attorney are required, with or without litigation, to recover on this contract, it is expressly agreed that Advertiser will be responsible for payment of reasonable attorney's fees and court costs including, but not limited to, attorney's fees and court costs incurred on appeal, in addition to payment of full amount due, plus accrued interest. The parties consent to jurisdiction being in the State of Tennessee and venue being in Wilson County Tennessee.

1. Setup/Breakdown/Booth Layout: setup of booths (Friday, April 19, 2013, from 9:00 am – 3:00 pm) or must be completed 60 minutes before the festival begins on Saturday, April 20, 2013, and must remain set up and open for business until 9:00 pm. Booths and aisle must be kept clear for safe access throughout show hours. The sides of your booth should not block the view of the next booth. Please let us know if your booth design exceeds these dimensions. Again if you have a question about your booth design, call our office for clarification.
2. "JATM" reserves the right to demand removal by an exhibitor of any items which may not be in keeping with the festival's image.
3. "JATM" reserves the right to make rules and regulations it deems proper and necessary and exhibitor agrees to accept such rules and regulations.
4. Exhibitors may only display or distribute their materials.
5. All municipal, state, and federal requirements in connection with sales must be fulfilled.
6. This contract cannot be assigned without the prior written consent of "JATM". The exhibitor cannot share their booth space with another non-exhibitor. All exhibitor displays must be free standing and may not exceed the boundaries of the exhibit space. Exhibitors are prohibited from attaching anything to the walls, columns, windows, or fixtures of the facility. "JATM" reserves the right to restrict displays that interfere with other exhibitors.
7. Reasonable precautions will be taken by "JATM" to protect persons and property during the festival; however, neither the festival management, festival facility, nor representatives of any of the same, shall be responsible for the personal safety of the exhibitor or its representatives from injury, or the safety of the property of the exhibitor from theft or damage. Exhibitor waives all claims for damages of every kind against "JATM" based on property damage, destruction, loss or theft, personal injury or death and any other act.
8. Distribution of samples of food or other edible items is subject to approval by "JATM" and subject to any rules or restrictions set forth by the festival facility. Distribution of alcoholic beverages is prohibited. Only those exhibitors in the food business are allowed to distribute food samples. A description of those edible items must be provided to "JATM" prior to the event. The exhibitor who distributes edible items agrees to assume liability and indemnify and hold harmless "JATM" the show facility and representatives for damage or injury which might ensue by reason of such distribution. Exhibitors must abide by all State, City and County regulations and health department regulations that apply to serving samples of food or drink products or selling food or drink products. They must insure that they hold the proper licenses to serve or sell food or drinks. They are required to present proof that they are in compliance with all laws and regulations and licenses and provide proof of same to "JATM" prior to the serving of any food or drinks at the festival. Further they are to insure that they have proper insurance coverage for the serving of food and drink to the public and must provide proof of same to "JATM" prior to serving of same at the festival.
9. Exhibitor warrants that the Exhibitor carries liability insurance that provides coverage for your area in the show. Your booth area is an extension of your company office and as such you must have liability protection.
10. Exhibitor warrants that exhibitor carries vehicle liability insurance for any vehicle that is brought onto the facility premises.
11. In the event of adverse weather conditions, fire, casualty, disaster, labor disputes, acts of God or any other emergency situations beyond the control of "JATM", "JATM" will, at its discretion, reschedule and/or procure alternate space for the festival. "JATM" shall not be liable to exhibitor for any loss or damage suffered by exhibitor by reason of such rescheduling and/or relocation of the festival. Except as specifically provided otherwise in this agreement, should "JATM" fail to hold the festival a refund of all amounts paid will be returned to the exhibitor.
12. "JATM" may issue additional rules as it deems necessary for the orderly presentation of the show. For the convenience of the exhibitor, "JATM" will accept submission of this agreement by facsimile and shall be deemed to be an original document and fully enforceable there as.
13. The exhibitor in signing this agreement acknowledges his, her or their authority to do so and hereby assume liability for the terms and conditions and amounts stated herein.
14. This agreement and performance hereunder, and all suits and proceedings hereunder shall be interpreted and construed pursuant to the laws of the State of Tennessee.
16. Exhibitors shall indemnify and hold harmless "JATM", its officers, directors, agents and affiliates from any and all actions, suits, claims, liabilities, damages, costs, attorney fees, and expenses arising from Exhibitors actions including any breach of this agreement by Exhibitor. Exhibitor warrants and represents to "JATM" that it has the right and ability to enter into and fulfill its obligations under this agreement and the agreement constitutes a legally binding obligation of Exhibitors. Any person signing this document shall personally guarantee its performance and financial obligation of the company it purports to represent. Exhibitor acknowledges that no inducements, representations or warranties except as set forth herein have been made by Exhibitor or any of its agents or representatives. Any promotional copy used at the festival, photos used at the festival or Logos or music used at the festival by any of the Exhibitors shall be their own and they shall insure they are not violating any copyright or trademark laws by using said items at the festival or allowing the festival to use said items in their promotional brochures, programs etc.



The Mill at Lebanon
Electric Service Order Form
 Phone: 615-443-6901

Email: frontdesk300@gmail.com

Name of Event: _____ Event Date: _____ Booth/Room: _____

Company Name: _____ Ordered By: _____

Address: _____ City, State, Zip: _____

Email: _____ Phone: _____ Fax: _____

120V Standard Electrical Outlets	QTY	Advanced Rate (if Rcvd 14 days prior)	Floor Order	Amount
1501 - 2000 Watts (20 amps, single outlet)		\$35.00	\$50.00	
Subtotal Connections			<i>Subtotal</i>	
		See Labor Rate Schedule Below		
Standard Totals				

Miscellaneous Electrical Supplies	QTY	Advanced Rate (if Rcvd 14 days prior)	Floor Order	Amount
Triple Tap (3 outlets)		N/A	\$10.00	\$
Power Strip (6 outlets)		N/A	\$25.00	\$
25' Extension Cord		N/A	\$25.00	\$
Subtotal Connection			<i>Subtotal</i>	\$
Miscellaneous Totals				\$

Motor or Service Connections: Labor will be added to the categories listed in hour increments. (Check all that apply)

208V Phase Connections: Single Labor minimum: 2 hrs./drop (1 hr. in + 1 hr. out)	QTY	Advanced Rate (if Rcvd 14 days prior)	Floor Order	Amount
30 amps: neutral required? Y / N		\$50.00	\$100.00	\$
40 amps: neutral required? Y / N		\$120.00	N/A	\$
60 amps: neutral required? Y / N		\$250.00	N/A	\$
Subtotal Connections			<i>Subtotal</i>	\$
Total Labor (2x Connection Subtotal)		See Labor Rate Schedule Below	\$	\$
Standard Totals				\$

Section Totals Labor Included	Amount
Standard Electrical Outlets: 120 Volts	\$
Miscellaneous Electrical Supplies	\$
208V/Single Phase Connection	\$
Credit Card Fee	\$
Hourly Labor Fee	\$

HOURLY LABOR RATE SCHEDULE: Diagram of electrical placement must accompany order. Any changes in placement will have additional labor charges.	Advanced Rate (if Rcvd 14 days prior)	Floor Order
Monday - Friday; 8:00 am - 5:00 pm	\$55.00	\$75.00
Saturdays & Sundays and Weekday Evenings (after 5:00 pm)	\$80.00	\$120.00
Holidays	\$110.00	\$150.00
OverHead Drop	\$75.00	\$80.00

Sub Totals:	\$
Fees:	\$
TOTAL DUE:	\$

<p>Payment Authorization & Fees: Your signature on this form authorizes The Mill at Lebanon to charge the credit card provided for payment of services ordered on this form. The Mill at Lebanon offers Visa, Master Card, & American Express as credit card payment options via mail or phone. PAYMENT DUE with order.</p>	NCC Use Only
	Confirmation of orders provided upon request Installed by _____ Date _____
<p>Company Check or US Bank money order in the amount of \$ _____</p> <p>Credit Card: American Express _____ Mastercard _____ Visa _____ CSC # : _____</p> <p>Credit Card Number: _____ - _____ - _____ - _____ Exp: _____/_____</p> <p>Name on Card: _____ Signature: _____</p>	<p>Make check payable to: TheMill at Lebanon</p> <p>Service Placement For special placement, please fax a drawing and add 1 hour labor</p> <p>Island Booth (Middle of Booth)</p> <p>Standard Booth (Back of Booth)</p>

Email To: frontdesk300@gmail.com Mail To: The Mill at Lebanon, 300 N Maple Dr, Lebanon, TN 37087