



## VENDOR INFORMATION

- WHERE:** MAKE MUSIC PASADENA, Downtown Pasadena CA
- WHEN:** Saturday, June 11, 2016 ~ 11:00am – 7:00pm
- DEADLINE:** All applications must be received by April 30, 2016. Please mail, fax, or email the completed application.
- VENDOR SPACE:** Booth space is available in increments of 10' x 10' spaces at either of the Main Stages:
- **Old Pasadena Main Stage** on Colorado Boulevard and/or
  - **Playhouse District Main Stage** on Madison Avenue
- A white 10' x 10' canopy tent will be provided, as well as a table and (2) chairs per booth space. Please bring your own table linen.
- ELECTRICITY:** Electricity is NOT provided.
- SALES:** All items being sold or displayed MUST be contained in the booth space purchased. No items, solicitation, or set-up shall take place outside the purchased booth space.
- CERTIFICATE OF INSURANCE:** A current Certificate of Insurance is required for all vendors naming the City of Pasadena, as an additional insured. Certificate of Insurance is required before June 1, 2016.
- REQUIREMENTS:** The exhibitor will be responsible for remaining open during the entire festival. You cannot vacate early. Your booth must be neat, attractive and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining, and removing your own merchandise and your trash.
- CONTACT US:** **Old Pasadena Main Stage - Janet Swartz**  
Phone: 626.356.9725 x11  
Email: janet@oldpasadena.org Fax: 626.356.9775
- Playhouse District Main Stage – Jessica Calderon**  
Phone: 626.744.0340 x3  
Email: jessica@playhousedistrict.org Fax: 626.744.0347
- Mailing Address: 23 E. Colorado Blvd. #200, Pasadena, CA 91105

**KEEP THIS COVER SHEET FOR YOUR REFERENCE**

**Make Music Pasadena**  
23 E. Colorado Blvd., Suite 200, Pasadena, CA 91105  
[www.makemusicpasadena.org](http://www.makemusicpasadena.org)

**VENDOR APPLICATION**

Please complete and return this form. We will review it and respond with more details on booth availability and fees.

Business / Vendor Name:

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Contact Name: \_\_\_\_\_ Phone: (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Street Address or PO Box:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address (required): \_\_\_\_\_

Purpose of booth (please circle): SALES GIVE AWAY OTHER: \_\_\_\_\_

Booth Requested: (increments of 10 feet): \_\_\_ 10' x 10' \_\_\_ 10' x 20' Other \_\_\_\_\_

Nature of Goods to be Sold or Given Away:

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Were you a vendor last year? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you have a website? \_\_\_\_\_

Do you have (please circle)? Facebook Twitter Instagram Other: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Please send this page via email to [contact@makemusicpasadena.org](mailto:contact@makemusicpasadena.org) or fax: 626.356.9775 or 626.744.0347.

Thank you for your interest in Make Music Pasadena!  
We'll be in touch shortly.