



EVENT REGISTRATION FORM

The Jumpers & Jazz in July Management Committee invite you to register your event/s for the 2019 festival.

FESTIVAL MISSION

"To be a nationally acclaimed festival known for its quirky, cutting edge yarn bombing, live jazz and winter, country experiences".

(Warwick's Jumpers and Jazz in July Business Plan 2015 – 2020)

OUR UNIQUE SELLING POINTS

- Yarn Bombing
- Jazz
- Winter Country Experiences

IT WAS CREATED TO

- Create community ownership through a fun and entertaining way of using the new look streetscape,
- Boost economy - grow tourism visitation and retail activity in a shoulder season by creating a bright and colourful atmosphere during a 'dull' time of year, and
- Increase participation in the arts – to generate creativity, increase community participation in arts and share textile art with more people

EVENT INTEGRITY

To become nationally acclaimed and ensure the festival's competitiveness the event will need to further develop cutting edge creativity and improved artistic quality, both in terms of textile art and jazz music with regional culinary experiences.

APPLYING TO REGISTER AN EVENT

Please complete:

PART A (Business/Group Contact Details + Terms + Agreement)

PART B (Event Information - each event must have its own form - make copies of a blank form)

By registering your event/venue and paying your registration fee you will be recognized in the Festival's official program and receive all the benefits of being part of the Festival program. Benefits include –

- Listing in the Festival's printed program.
- Listing on the Festival website.
- Strategic ADVICE AND SUPPORT from the Festival Management Committee in organising your event.
- ACCESS to the Festival's Official Participant Logo for event promotion.
- INCLUSION, where possible, in media activity, across print, social and digital platforms, conducted by the Festival Management Committee.

IMPORTANT

All Event/Venue Applications for Registration are subject to review by the Jumpers & Jazz in July Festival Programme Committee. The Committee must approve an event for it to be included in the official program. Events are approved on the condition that they are consistent with CRITERIA DEVELOPED FROM OUR UNIQUE SELLING POINTS

All successful event/venue registrations will incur an event/venue registration fee. The fee structure is as follows:

1 – 2 events \$50
3 – 6 events \$100
7 or more events \$150

Payment of registration fees is not required until applications have been reviewed by the Committee and you receive notification your application has been successful. All payment details, with total fees applicable, will be provided via email by the Festival Committee upon successful review of the application for registration. Payment options will be Direct Deposit, Cash or Cheque.

TERMS AND CONDITIONS

Full Terms and Conditions are listed on page 3 of this document.

To register your 2017 Jumpers & Jazz in July event/s please complete sections A and B and return the completed document to by **5pm on Friday 29 March, 2019.**

MAIL: PO Box 1264 Warwick QLD 4370
EMAIL: jumpersandjazzinjuly@gmail.com
DELIVER: Warwick Art Gallery 49 Albion Street Warwick QLD (place in the JJJ festival box in the foyer)

Check list

- ☐ Completed section A, including reading the Terms and Conditions and signing the Declaration
- ☐ Completed one Section B (Parts 1 – 5) form for each individual event
- ☐ Attached a copy of Certificate of Currency for Public Liability Insurance. Please ensure your food and/or beverage event has the applicable licensing and permits.

SECTION A: BUSINESS/GROUP CONTACT DETAILS + TERMS + AGREEMENT

Contact Person			
Business Name			
Address			
Town		Post Code	
Email Address			
Website Address			
Phone Number (Business Hours)			

TERMS AND CONDITIONS

1. The Committee reserves the right to restrict and/or reject an application for registration of an event/venue if it does not demonstrate the ability to be consistent with the Festival's UNIQUE SELLING POINTS: textile art, live jazz and winter in the country.
2. All successful applications for registration will incur an event/venue registration fee of **\$50 for 1 – 2 events, \$100 for 3 – 6 events, \$150 for 7 or more events.**
4. Applications for registration close at 5.00pm on **Friday 29 March 2019**
5. Cancellations of applications for registration must be made prior to 5.00pm on Friday 26 April 2019 to receive a refund of the registration fee. No refund available after this date.
6. The Committee will provide various avenues for the marketing and promotion of all registered events; however the Committee is not responsible for the ill-attendance, failure or cancellation of registered events within the Festival program.
7. The Committee requires all participating registered events to abide by the following framework when conducting any marketing or promotion of events/venues.
 - a. Participating events/venues may only use the 2019 Official Festival Participant Logo as provided by the Committee upon successful event registration.
 - b. Participating events/venues may not use any of the following - key images, backgrounds, patterns or logos featured in the current year's printed, digital or social marketing collateral, Festival website or banners unless artwork has been approved for use by the Committee (1 week notice required)
 - c. Participating events/venues may not use the word 'sponsor', nor refer to themselves as a 'sponsor', in any marketing and promotion unless they have accepted a sponsorship opportunity offered by the Committee in the current year.
8. The Committee requires all Festival participants to provide of certificates of currency for all applicable insurances, specifically public liability.

DECLARATION

I have read all Terms and Conditions for the 2019 Jumpers and Jazz in July Festival, as well as instructions and requirements outlined throughout all sections of the Event Registration Form and agree to abide by these. I also agree that any/all Committee decisions, directives or requests regarding these conditions are final and binding.

Name			
Signature		Date	

SECTION B: EVENT DETAILS (Copy this page and fill out one form for each of your events)

1. Event details

Event Name (e.g. Jazz on the Platform)			
Event Start Date		Event End Date	
Is your event is on every day of the festival? YES <input type="checkbox"/> NO <input type="checkbox"/> (If your event runs every day or almost every day AND it is exactly the same every day it will qualify as a single event. This means it will only require one listing in the program)			
Event Start Time		Event End Time	
Venue Name			
Address			
Town		Phone Number	
Email Address			

2. What type of event are you having?

Jazz Concert		Restaurant & Band		Café & Band	
Jazz Concert with food & drink available		Outdoor event		Workshop	
Jazz performance including food in the price		Art/Craft Exhibition		Pop up art/craft shop	
Craft Market		Other (write description)			

3. Ticket information

The event is free <input type="checkbox"/>			
Adults		Concession	
Child	(provide detail e.g. "under 6 free")		
Family			
Tickets must be pre purchased <input type="checkbox"/> Tickets available at the door <input type="checkbox"/>			
Tickets available online at www_____ <input type="checkbox"/>			

4. Event description

Describe your event. This text will be used to promote your event across all media platforms. Do not do dot points. Write in complete sentences and SELL your event. **35 word maximum.**
 PLEASE NOTE: We may need to edit this information further for your program listing. Event organisers will be sent their listing to proofread prior to program printing.

5. Event promotion

When your event application is approved your registered event will become part of the official Jumpers & Jazz in July Festival program and as such you will receive advertising and editorial support across a number of media platforms. However, the Committee strongly recommends that you undertake marketing and promotion of your own. The success of your event will depend on a good marketing mix to reach locals and visitors. Whilst every consideration is given and the Committee will offer various avenues for promotion of your event, self- promotion, within the Festival's promotion and marketing guidelines as listed on page 3, is strongly recommended.

What additional type of advertising will you be using?

<input type="checkbox"/> Poster	<input type="checkbox"/> Flyer	<input type="checkbox"/> Newsletter
<input type="checkbox"/> Website	<input type="checkbox"/> Magazine advertisement	<input type="checkbox"/> Newspaper Advertisement
<input type="checkbox"/> Facebook	<input type="checkbox"/> Radio	<input type="checkbox"/> Television
<input type="checkbox"/> Other (describe)		

Please email the Committee any media releases about your event. Remember you must not use the Jumpers & Jazz in July logo and/or design elements without prior approval by the Committee.

Jumpers and Jazz in July Inc Management Committee
 PO Box 1264 Warwick QLD 4370
 jumpersandjazzinjuly@gmail.com
 www.jumpersandjazz.com.au