



Monterey Jazz Festival

2018 Monterey Jazz Festival Media Partner Manual

Thank you for partnering with the 61st Annual Monterey Jazz Festival. This manual was created to answer any questions you might have regarding your participation in our Festival. If you find your question is not answered here, please feel free to contact us at any time. We want our partnership to be a resounding success for all, and we look forward to sharing that success with you.

Timothy Orr
Marketing Associate / Monterey Jazz Festival
831.646.8670 or 831.373.3366
Cell Phone: 510.282.8555
timorr@montereyjazzfestival.org

1) General Information

OFFICIAL TITLE

The official title of our event: **The Monterey Jazz Festival**

EVENT LOCATION

Monterey County Fairgrounds
2000 Fairgrounds Road
Monterey, CA 93940

ADMINISTRATIVE OFFICE ADDRESS

Monterey Jazz Festival
9699 Blue Larkspur Lane, Suite 204, Monterey, CA 93940

MAILING ADDRESS

Monterey Jazz Festival
PO Box JAZZ
Monterey, CA 93942

PHONE: 831.373.3366

WEBSITE: www.montereyjazzfestival.org

2) Contact Information

Partner Contact (Media):

Timothy Orr

Cell: 510.282.8555

timorr@montereyjazzfestival.org

Partner Contact (Executive Director):

Colleen Bailey

Office: 831.373.3366

Cell: 831.737.0289

colleen@montereyjazzfestival.org

3) Dates / Hours / Weather / Schedules / Directions

DATES:

The dates of the 61st Annual Monterey Jazz Festival are September 21, 22, and 23, 2018.



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HOURS:

Gates open 6 pm on Friday until approximately 1 am
Gates open 11:30 am on Saturday until approximately 1 am
Gates open 11:30 am on Sunday until approximately 1 am

WEATHER:

Be prepared for warm-to-hot days and cool-to-cold nights. Advise your staff to wear comfortable shoes and dress in layers.

SCHEDULES:

Please check our website, www.montereyjazzfestival.org for schedules of performances, artist listings, artist bios, and more Festival-related information. A mobile app will also be available for Android and iPhone.

DIRECTIONS TO THE FAIRGROUNDS

The Monterey Jazz Festival takes place on the Monterey Fairgrounds, located at 2000 Fairground Road in Monterey, CA, 93940. LINK TO GOOGLE MAPS: <http://bit.ly/1EOtlPO>

From the North: Take Highway 1 to Monterey Bay area and exit at Casa Verde. Turn left onto Casa Verde and follow to the Fairgrounds.

From the South: Take Highway 1 to Monterey Bay area and exit at Casa Verde. Turn right onto Casa Verde and follow to the Fairgrounds.

From Highway 101 and Salinas: Take Highway 68 Westbound toward Monterey. Take the Fremont Street exit. Stay on Fremont Street and turn right at Casa Verde and follow to the Fairgrounds.

From the Monterey Airport: Exit the airport and turn right onto Garden Road. Turn right onto Fairground Road which will lead to the Main Entrances to the Fairgrounds (Gate 3 on Garden Road; Gate 5 on Fairground Road).

4) Tickets / Credentials / Parking

MEDIA CREDENTIALS:

Media credentials will be available in the Press Room. The Press Room will be open at 10 am every day throughout Festival week.

PARKING PASSES:

The Monterey Jazz Festival will issue parking passes to you and your colleagues who will be working with you at the Festival. Please note on-site parking is limited.

Off-site parking is available at Monterey Peninsula College (MPC), 980 Fremont Street, Monterey, CA 93940. Complimentary shuttle service runs all-day between MPC and the Fairgrounds, the shuttle will take approximately 5 minutes to reach MPC or Fairgrounds.

Parking passes may be sent to you or picked up at the Festival. Please advise us of your preference via e-mail. If you want to pick up parking passes at the Festival, they will be available with your wristbands.

TICKETS:

If your partnership included a separate purchase agreement with tickets, they will be available on or about August 18, 2018. Tickets may be sent to you or picked up at the Festival. Please advise us of your preference via e-mail. If you want to pick up your tickets at the Festival, they will be available at the front desk of the main office, which will be open at 10 am every day throughout the Festival week. Please note that 10-minute parking is available in the main office so that you can pick up tickets.



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5) Deliveries / Load-In / Load-Out

DELIVERIES:

If you are delivering or shipping materials to the Festival, please note the following:

- Please arrange for all materials to arrive at the Festival on either Monday, September 17 or Tuesday, September 18, 2018. MJF can accept deliveries throughout the week, but earlier deliveries are preferred.
- Please e-mail Bill Wagner, Production Manager at bill@montereyjazzfestival.org with details of your delivery and shipments. Date of delivery, approximate time of delivery (see below for driver instructions), name of shipping company/carrier, number of boxes, size of boxes, and whether a fork lift will be needed to help unload. Bill can also be reached at 831.406.1212.
- Please prominently mark the outside of your package(s) with:
Your Name
Your Company Name
Contents of the Shipment
For Monterey Jazz Festival
- If delivering via truck (UPS, FedEx, etc.), please advise driver to go to Gate 4 (unless you are notified otherwise), which is located on Fairground Road, just past Garden Road. Please have driver call Bill Wagner at 831.406.1212 in advance with window for delivery. Please instruct driver to not unload any items until approved by Monterey Jazz Festival staff. All deliveries must be signed for by authorized Monterey Jazz Festival staff. Monterey Jazz Festival is not liable for deliveries that have not been signed for by authorized representatives.

Address all materials to:
Monterey Jazz Festival
Attention: Timothy Orr / Marketing Associate
2000 Fairground Road
Monterey, CA 93940
831.373.3366

6) Souvenir Magazine

If you are advertising in the 2018 MJF61 Souvenir Magazine, reservations are due July 31. Materials are due August 13. Specs can be viewed and downloaded at www.montereyjazzfestival.org/media/advertise