



# Monterey Jazz Festival

## **2018 Monterey Jazz Festival 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.

### **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](http://www.montereyjazzfestival.org)

### **2) Contact Information**

#### **Partner Contact (Executive Director):**

##### **Colleen Bailey**

Office: 831.373.3366

Cell: 831.737.0289

[colleen@montereyjazzfestival.org](mailto:colleen@montereyjazzfestival.org)

#### **Partner Contact: (Director of Marketing & Strategic Relations)**

##### **Elizabeth Welden-Smith**

Office: 831.233.3711

[elizabeth@montereyjazzfestival.org](mailto:elizabeth@montereyjazzfestival.org)

#### **Partner Contact for Deliveries to the Fairgrounds:**

##### **Bill Wagner**

Office: 831.406.1212

[bill@montereyjazzfestival.org](mailto:bill@montereyjazzfestival.org)

#### **Partner Contact during the Festival (On-Site at Fairgrounds):**

##### **Matthew Schuss**

Partner Relations

Cell: 831.595.7490

[montereymatt3@comcast.net](mailto:montereymatt3@comcast.net)

Please note that Matthew Schuss will be working with Partners throughout the Festival weekend and is your primary contact. Please contact Matthew directly via his cell for any needs. He will have a staff working exclusively on Partner needs.



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## 3) Dates / Hours / Weather / Schedules / Directions

### DATES:

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

### 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](http://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/1EOtIPO>

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 / Wristbands / Parking

### WRISTBANDS:

The Monterey Jazz Festival will issue wristbands to you and your colleagues who will be working at the Festival. Please note all personnel entering the Grounds during the Festival must have a wristband or a ticket.

Please provide an accurate number of required wristbands for each day of the Festival. Wristbands must be picked up at the Festival. Partners should check in at the main office for credentials any time after 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



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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.

## 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](mailto: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: Matthew Schuss / Partner Relations  
2000 Fairground Road  
Monterey, CA 93940  
831.373.3366

### LOAD-IN:

For your convenience, load-in for Partners will be Tuesday, Wednesday, and Thursday, September 18, 19, and 20, 2018. If you need to make special arrangements for Friday load-in, please contact Bill Wagner.

- Please e-mail Bill Wagner at [bill@montereyjazzfestival.org](mailto:bill@montereyjazzfestival.org) with details of your load-in. Date of load-in, approximate time of load-in (see below for driver instructions), what you will be bringing and whether a fork lift will be needed to help unload.
- For load-in, please advise driver to go to Gate 6 (unless you are notified otherwise), which is located on Fairground Road, just past Casa Verde. Please advise driver that an MJF staff person must be notified prior to entry into the Fairgrounds.
- All load-in vehicles must be off the Fairgrounds by 3pm on Friday.

### LOAD-OUT:

Load-out for Partners is Monday, September 24. Load-out may start at 8 am unless other arrangements are made. Please e-mail Bill Wagner, [bill@montereyjazzfestival.org](mailto:bill@montereyjazzfestival.org) with details of your load-out, especially if you will have a truck on the grounds.



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## 6) Insurance

Monterey Jazz Festival will include partners in our blanket coverage with the Fairgrounds.

## 7) Health Department Permit

If you are offering samples of food or beverages you must comply with Monterey County Health Department rules and requirements. You must complete and return a Temporary Food Facility Application along with the fee that must be paid directly to the Health Department at least 10 days prior to the Festival. To download a copy of the application, please go to [www.montereyjazzfestival.org/vendor](http://www.montereyjazzfestival.org/vendor)

## 8) 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](http://www.montereyjazzfestival.org/media/advertise)

## 9) Staffing

Please review the performance schedule to determine when all shows start and end. Show start and end times in the Arena will cause heavy traffic flow. While we strongly advise you to staff your space from Festival opening hours through closing (#3 above), it is important for you to staff during heavy traffic times. Please contact Matthew Schuss if you plan on opening and closing at hours other than gate opening/closing, volunteer staff may be available to assist.

## 10) Food & Beverage

If you are hosting any events or activities on site at the 61st Annual Monterey Jazz Festival, catering may be arranged through **AQUA TERRA Culinary**, the Festival's official concessionaire. The Festival's exclusive beer partner is **North Coast Brewing Company** and our official wine partner is **Scheid Family Wines**. These are the only beers/wines which may be poured at the Festival. Please contact Colleen Bailey for additional information.

## 11) Tents / Tent Supplies / Signage / Banners

Please use MJF's tent provider, **A to Z Rental Center**, for any tent or tent supply rentals. Chris Bassett, 831.394.6751, [info@a2zpartyrental.com](mailto:info@a2zpartyrental.com) / [www.a2zpartyrental.com](http://www.a2zpartyrental.com)

For signage and banner production needs, please plan on using MJF's signage and banner provider, **Trucksis**. They will pass along MJF's discounted rates on tent, tent supplies, signage, and banners. Merry Trucksis, 831.647.8100, [trucksis@aol.com](mailto:trucksis@aol.com) / [www.trucksis.com](http://www.trucksis.com)

## 12) Rooms

Please contact our Official Hotels, **Inns of Monterey** for your hotel needs. The Inns of Monterey offers MJF partners a 20% discount on rooms in their five boutique hotels. We urge you to make reservations as soon as possible. Stacy Lewis, 831.658.2361, [SLewis@innsofmonterey.com](mailto:SLewis@innsofmonterey.com), [www.innsofmonterey.com](http://www.innsofmonterey.com)

## 13) Questions

Please contact us if you have any questions, comments, or other input on the items covered in this Partner Manual. Again, we thank you for partnering with the Monterey Jazz Festival. Please contact Colleen Bailey, or Elizabeth Welden-Smith with any questions.

### Summary of What MJF Needs From You:

- Input on number of staff for wristbands by day
- List of parking needs
- Your preference for parking permits overnighted or held at MJF
- Schedule and input on deliveries
- Special needs for Load-in/Load-out (e.g. fork lift, truck)
- Health Department Permit if distributing samples
- Advertising for Souvenir Magazine
- Any and all questions