

Fourth Annual

Walnut Creek Oktoberfest 2018

Arts and Crafts Vendor Application

1365 Civic Dr, Walnut Creek, CA 94596

Saturday, October 20, 2018

11AM - 6PM

APPLICATION PROCEDURE

To apply for a Arts & Crafts Vendor space, please fill out the 2018 Oktoberfest vendor application form online, or fill out and mail this application. Once notified of acceptance into Oktoberfest, facilitate payment with the Producer, Labadie Productions.

Applications are subject to space and availability on a first-come, first-serve basis. Upon confirmation, vendors will be notified of acceptance or denial; If accepted, vendors will be sent a payment link to bind the agreement between the **Vendor, Labadie Productions, Walnut Creek Oktoberfest, Walnut Creek Downtown, The City of Walnut Creek and the Walnut Creek Chamber of Commerce.**

All vendors are given equal opportunities to participate and evaluated for sales items. Please note that returning vendors take precedence. Applications will be processed on a rolling basis.

PRODUCERS

Labadie Productions: WCOktoberfestvendors@gmail.com

Lauren Labadie: 831.316.8167

Bruce Labadie: 831.704.7435

COMPLETE APPLICATION CHECKLIST

- Completed 2018 Vendor Application
- Pictures of booth
- Pictures of items for sale
- List of items for sale with corresponding price list
- Full fees paid
- \$100 Security / Cleaning Deposit made out to

PARKING

There is no Walnut Creek Oktoberfest parking provided for Vendors. Vendors will be required to find parking at nearby lots.

CANCELLATION POLICY

In order to qualify for a refund, cancellation requests must be received in our office in writing no later than September 1, 2018. Refund checks will be processed 30 days after the closing date of the 2018 Walnut Creek Oktoberfest. There will be no refunds given for cancellations after September 1, 2018. If weather, acts of God, or other circumstances beyond the control of Walnut Creek Downtown, Labadie Productions, the Walnut Creek Chamber of Commerce, City of Walnut Creek cause the event to be cancelled, participation fees will not be returned. Walnut Creek Downtown, the Walnut Creek Chamber of Commerce, the City of Walnut Creek and Labadie Productions cannot be held liable by exhibitors for the failure of the event to take place.

ITEMS FOR SALE

Only items that are pre-approved by Walnut Creek Oktoberfest may be sold at the event.

TRADEMARK

Walnut Creek Oktoberfest in any form reserves the exclusive right to the use of its names, logo and symbol thereof.

FLYERS

Unless otherwise pre-authorized, Labadie productions does not permit, within the Walnut Creek Oktoberfest boundaries, any distribution of printed materials. Sampling, hawking, panhandling or soliciting.

SALES TAX

All sellers must possess a resale number. Sellers will collect taxes and will be responsible for all their own sales and collections. A resale number can be obtained from the California Board of Equalization. Applications are not complete without submitting a valid resale number with application.

SPACE FEE

Arts and Crafts vendor space is 10'x10' City approved booth. Vendors are responsible for providing, setting up and striking their own tents. If vendor prefers to organize a tent rental from the producers, please inquire with Labadie Productions re fees and rental procedure.

ELECTRICITY

There is no electricity available for arts and crafts or display vendors.

FIRE DEPARTMENT

All booths must meet the requirements of the Contra Costa Fire Department. The spaces and booths that Oktoberfest provides are pre-approved.

SUSTAINABILITY

Vendors are encouraged to use compostable products during the Walnut Creek Oktoberfest to support and contribute to the sustainability of the event and environment.

RESPONSIBILITY

Walnut Creek Downtown, Walnut Creek Chamber of Commerce, The City of Walnut Creek and Labadie Productions, and their employees and boards of directors will not be held responsible for any depredation or loss of any kind, whether by fire, theft, physical violence, elements of nature or other causes, however

originating. Insurance to cover these risks should be carried by the participants at no cost to the Walnut Creek OKtoberfest.

Applicant Name _____ **Business Name** _____

Business Address (Street, City, State, Zip) _____

Email Address _____ **Resale #** (Applications must have valid Resale # to be approved) _____

Contact Cell Phone _____ **Business Phone** _____

Proposed Items for Sale & Prices (Please attach list of items & photos of Booth layout.)

On-Site Contact Name & Number _____

Arts and Crafts Vendor Space & Fee(s): (check all that apply)

10' x 10' \$150 - Special "WCD/Chamber Member" Rate
 10' x 10' \$175

Payment Method Options:

Check: Please make checks payable to: **Walnut Creek Downtown**

Please mail checks & application to: **Labadie Productions** P.O. BOX 454, Mount Hermon, CA, 95041

PayPal: **Walnut Creek Downtown**

info@walnutcreekdowntown.com

Credit Card:

Credit Card # _____ CVV# _____ (3 or 4 digit security code) Exp _____
Date _____ / _____

Signature _____ Date _____

I understand that neither Producer or Presenting Organizations are responsible for lost, stolen or damaged equipment, merchandise or accident/injury to me or my staff and do hold harmless any of the above individuals or businesses for any and all liability. I have read the Terms & Conditions and will abide by them. This agreement shall be effective immediately upon execution and shall continue in effect throughout the event period.

Authorizing Signature _____ **Date Signed** _____

Print Name _____