

# Fifth Annual Walnut Creek Oktoberfest

## October 19, 2019



The Fifth Annual Walnut Creek Oktoberfest is a celebration of the Walnut Creek Businesses, the Community of Walnut Creek and the Fall Harvest Season. The Walnut Creek Oktoberfest is presented by the Walnut Creek Downtown and the Walnut Creek Chamber of Commerce and produced by Team PRO Event.

The event will be held on  DOW  2FVREH  W  BIRPDB   
 SPIDW  DOW & HHNM & LYLE  3DN

The Music Stage will feature a combination of traditional performances as well as music for a broad base of tastes and age groups. Exhibitor displays will promote the Harvest Theme and our Food Concessionaires will be comprised of Walnut Creek Restaurants and Bay Area Concessionaires. Alcoholic and non-alcoholic Beverage Concessions will feature a wide array of beverages, while a Micro Brew sampling area will offer the latest in mega hopped IPAs in a traditional Beer Garden setting, and a children's activities area that will host a variety of carnival games, face painting, a magician, and more!

The Fifth Annual Walnut Creek Oktoberfest will attract many new folks to the area and promote downtown Walnut Creek to the event's attendees. It is a classic event providing many levels of participation for residents, community service groups, sponsors, and you... the Exhibitor.

We are very excited about this year's Walnut Creek Oktoberfest and are pleased to have you participate in this event. If you have any questions or comments, give us a call at Team PRO Event (415) 326.5057 or email [info@teamproevent.com](mailto:info@teamproevent.com)

### 5<sup>th</sup> Annual Walnut Creek Oktoberfest 2019 Exhibitor Application

Last Name: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Resale # (required): \_\_\_\_\_  
 Category: \_\_\_\_\_  
 Describe your work/product: \_\_\_\_\_  
 \_\_\_\_\_

### See other side for Application Instructions, Terms & Conditions and Exhibitor Agreement ⇒

Processing Fee: \$10  
 (separate check required, payable to Team Pro Event – non-refundable)

**Please Check Space Choice:**  
 Note: The Space Fee is the space only, no structures included with this fee.

10' x 10' - \$175  
 10' x 10' WCD/Chamber Member - \$150  
 10' x 20' - \$350  
 10' x 20' WCD/Chamber Member - \$300  
 Corner Space: \$100 (separate check required – not guaranteed)  
 Gourmet (Pre-Packaged Food) Health Department Fee: \$115  
**Please complete the attached Health Department Permit Form, only if you are a Gourmet Food Exhibitor.**  
 This is not a food concessionaire application. Please contact Team PRO Event regarding food concessions.

**Form of Payment:**  
 (Process fee must be in check form, post-dated checks will not be accepted)

Check #'s \_\_\_\_\_  Visa  MasterCard  
 Credit Card # \_\_\_\_\_  
 CVV # \_\_\_\_\_ (3 or 4 digit security code) Exp Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please verify that you have included all of the following:**  
 Application  Processing Fee  Space Fee  Health Dept Fee (If Applicable)  
 4 Photos (required)  Signed Release (See reverse side)

**Make checks payable to:** Team PRO Event, Inc.  
**Mail Application Packet to:**  
 Team PRO Event, P.O. Box 315, Mill Valley, CA 94942  
**For further information please contact us at Team PRO Event, Inc.**  
 Phone (415) 326.5057 • Email: [info@teamproevent.com](mailto:info@teamproevent.com) • [www.teamproevent.com](http://www.teamproevent.com)

For official use only:



# EXHIBITOR APPLICATION INSTRUCTIONS / TERMS & CONDITIONS

Please make a copy of these instructions and Terms & Conditions for your records.

The Walnut Creek Oktoberfest takes place on Saturday, October 19th, 2019 from 11:00a.m. - 6:00p.m. at Civic Park in Downtown Walnut Creek.

**Festival Weather:** Walnut Creek is usually warm and potentially windy in the afternoon. Some form of shade protection in your set-up is recommended and all booths must be weighted against potential afternoon breezes.

**Selection: *Only original*** arts & crafts made by the Exhibitor, pre-packaged gourmet food, culinary products, tools & cooking accessories, and limited production Lifestyle products will be considered for this event. Other considerations will be overall balance and presentation, so that no one medium will dominate. All applications are juried by category on a first come, first served basis. You will usually receive notice of your acceptance status within a month of submitting your application.

**Photos:** Applicants are required to submit (3) photos or photocopies of your work and (1) of booth display with this application and your payment. If you are not selected your photos and payment will be returned after jurying. Include a SASE, if you wish your photos returned after the event.

**Fees/Payment:** There is a \$10 Processing Fee for all Exhibitors. This is necessary to cover processing and selection costs and is non-refundable. Participation fees are based on space size and the date the application is received. Please make the checks payable to: **Team PRO Event.** There is a \$25.00 charge for any returned checks.

**Space Assignment & Final Instructions:** Exhibitors accepted by or before September 1<sup>st</sup>, 2019 will receive their space assignment and final instructions approximately 3 weeks prior to the festival. Applications received after September 1<sup>st</sup>, 2019 will be assigned on a first come basis.

Only those applicants requesting corners and paying the corner fee will be placed on corners. Submitting the corner fee does not guarantee a corner space. Checks will be returned following the Festival to those who were not assigned corner spaces.

**Withdrawal:** Exhibitors may withdraw up until September 1<sup>st</sup> and receive a 100% refund and before September 15<sup>th</sup> to receive a 50% refund. **After September 15<sup>th</sup>, participation fees are not refundable.** All requests for withdrawal must be received in writing.

**Cancellation:** If weather, acts of God, or other circumstances beyond the control of the Walnut Creek Downtown Business District, the Walnut Creek Chamber of Commerce & Visitors Bureau, City of Walnut Creek, and Team PRO Event, Inc, cause the event to be canceled, participation fees will not be returned. The Walnut Creek Downtown and Team PRO Event, Inc cannot be held liable by exhibitors for the failure of the event to take place.

### Special Notes:

When should you apply? **Apply early** as this event will fill up quickly! Exhibitors are responsible for providing their own insurance and booth structure for the festival. Accepted Exhibitors payment will be deposited/ processed upon acceptance.

Team PRO Event is pleased to be under contract with the Walnut Creek Downtown and the Walnut Creek Chamber of Commerce to provide Exhibitor and Food Concession production management services for this year's Festival.

### EXHIBITOR RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between Team PRO Event, Inc. (Producer), the Walnut Creek Downtown and Walnut Creek Chamber of Commerce & Visitors Bureau (Presenting Organization) and the Exhibitor named below (Exhibitor).

Producer is in the business of providing space at the Walnut Creek Oktoberfest event for the display and sale of arts & crafts, pre-packaged gourmet food, and culinary products. Producer and Presenting Organization do not participate in the construction, assembly, or placement of the individual Exhibitor's presentation. Producer, on behalf of the Presenting Organization, provides space only, and facilitates health permitting at the event.

The Exhibitor hereby indemnifies and holds the Producer, its agents, employees and servants and the Presenting Organization, its agents, employees, and servants harmless from any and all claims, including costs and attorney's fees resulting there from, arising out of said Exhibitor's participation in this event. For the purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and product to their designated location, the set up and display of any such structure and arts or crafts, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Presenting Organization or its agents, employees and servants.

I understand that neither Producer or Presenting Organization are responsible for lost, stolen or damaged equipment or 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.

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

Name (print): \_\_\_\_\_ Business Name: \_\_\_\_\_