

Fifth Annual Walnut Creek Oktoberfest

October 19th, 2019



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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 exceptional exposure and marketing opportunities in a premium location for the Commercial 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

5th Annual Walnut Creek Oktoberfest 2019 Commercial Exhibitor Application

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

Last Name: _____
 First Name: _____
 Business Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home #: _____ Cell #: _____
 Fax: _____
 Email: _____
 Website: _____
 Category: _____
 Describe your product/ service: _____

Please Check Space Choice:

(for space only – booth not provided)

Table & Chair

 Table & Chair
 Table & Chair

If applicable, please complete the attached Health Department Permit Form. This is not a Food Concessionaire application.

Form of Payment:

(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 Space Fee Health Dept Fee (If applicable)
 - Photo of presentation (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 • www.teamproevent.com

For official use only:



COMMERCIAL 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 19, 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.

Photos: Applicants are required to submit a minimum of one photo of their presentation with this application.

Fees/Payment: Please make checks payable to: **Team PRO Event, Inc.** There is a \$25.00 charge for any returned checks.

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

Space Assignment & Final Instructions: Commercial Exhibitors accepted by or before September 1st, 2019 will receive their space assignment and final instructions approximately 2 weeks prior to the festival. Applications received after September 1st, 2019 will be assigned on a first come basis.

Cancellation: If weather, acts of God, or other circumstances beyond the control of the Walnut Creek Downtown Business District, the Walnut Creek Chamber, the 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 Business District and Team PRO Event, Inc. cannot be held liable by Commercial 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!
Commercial Exhibitors are responsible for providing their own insurance and booth structure for the Festival.
Accepted Commercial Exhibitors payment will be deposited/ processed upon acceptance.

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

COMMERCIAL 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 Commercial Exhibitor named below (Commercial Exhibitor).

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

The Commercial 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 Commercial 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 myself 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 Festival period.

Signature: _____ Date: _____

Name (print): _____ Business Name: _____