

# 39<sup>th</sup> Annual Walnut Creek Art & Wine Festival



Heather Farm Park, Walnut Creek, June 6th & 7th, 2020

It is with great pleasure that we invite you to participate in the newly redesigned Art & Wine Festival to be held on **Saturday, June 6th from 11 am to 7 pm and Sunday, June 7th from 11 am to 6 pm** at Heather Farm Park in Walnut Creek. The event is presented by the Walnut Creek Chamber of Commerce & Visitor's Bureau and produced by our company, Team PRO Event, Inc. of Mill Valley.



Continuing a tradition begun in 1982, the Walnut Creek Chamber of Commerce celebrates the 39<sup>th</sup> anniversary of this festival held in Heather Farm Park. As the "kick off" event of the summer, the Festival will draw more than 80,000 visitors over the two-day event. It is a classic event providing many levels of participation for residents, community service groups, sponsors, and you... **the Exhibitor.**

Categories now include Exhibitors of Fine Arts, Crafts, Accessible Arts, Packaged Gourmet Foods, Makers, Vintage, DIY Kits and Lifestyle Products. We will continue with the site design that provides for Premium Drive-in spaces on the Western, Lagoon side of the venue. Spaces on the East side do not allow for drive-in. A site plan will be available for your reference.

We are very excited about this year's Walnut Creek Art & Wine Festival 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 e-mail [info@teamproevent.com](mailto:info@teamproevent.com).

## 3<sup>rd</sup> Annual Art & Wine Festival 20\$ Exhibitor Application

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

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Resale # (required): \_\_\_\_\_

Category: \_\_\_\_\_

Describe your work/product: \_\_\_\_\_

Participated in the past?  No  Yes # of Years \_\_\_\_\_

Request same space? Please note year of preferred space and/or describe location. A similar space is **not guaranteed.** \_\_\_\_\_

Notes \_\_\_\_\_

Processing Fee: \$10 (separate check required, non-refundable)

### Please Check Space Choice:

Note: The Space Fee is for the space only, no structures are included with this fee.

10' x 10' – East side, no drive in is allowed \$285

10' x 20' – East side, no drive in is allowed \$560

10' x 10' – West-side / Premium, with drive-in \$395

10' x 20' – West-side / Premium, with drive-in \$780

Corner Space: \$150 (separate check required – **not guaranteed**)

Packaged Gourmet Food Health Department Fee: \$110  
*Complete the Health Department Permit Form (available on our web site) only if you are a Gourmet Food Exhibitor.* This is not a Food Concession application. Please contact Team PRO Event regarding Food Concessions.

Total Fees due: \_\_\_\_\_

### Form of Payment:

**If paying by Credit Card, a 3.5% convenience fee will be added to the total charged. If paying by check, please mail to us with your application.**

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 or link to website (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.**

(415) 326-5057 • [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 Art & Wine Festival takes place in Heather Farm Park at 301 N. San Carlos Dr. off of Ygnacio Valley Rd. in Walnut Creek, with exhibitor display spaces within the park area, all on the grass.

**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:** Categories include Exhibitors of Fine Arts, Crafts, Accessible Arts, Packaged Gourmet Foods, Makers, Vintage, DIY Kits and Lifestyle Products, Indie fashion and cutting edge design products. Preference will be given to Exhibitors with seniority. Other considerations are 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. You may also email photos or provide a link to your website. 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 location, space size and the date the application is received. **If paying by Credit Card, a 3.5% service fee will be added to the total charged.** If paying by check, make 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 May 1st will receive their space assignment and final instructions approximately 2 weeks prior to the festival.

**Corners:** 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 April 15th and receive a 50% refund. **After April 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 Chamber of Commerce and Team PRO Event, Inc., cause the event to be cancelled, participation fees will not be returned. The Walnut Creek Chamber of Commerce and Team PRO Event 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 does fill up quickly!** Exhibitors are responsible for providing their own insurance for the festival. Checks or credit cards of accepted exhibitors will be processed upon acceptance, after we have notified you of your acceptance status.

Team PRO Event is pleased to be under contract with the Walnut Creek Chamber of Commerce to provide Exhibitor and Food Concession 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 Chamber of Commerce (Presenting Organization) and the Exhibitor named below (Exhibitor).

Producer is in the business of providing space at the Walnut Creek Festival 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 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: \_\_\_\_\_