

2018 Pfamily Pfestival & EXPO

Booth Application and Sponsorship Form 101 S Third St, PO Box 483, Pflugerville, TX 78691-0483 512.251.7799 Fax 512.251.7802

Melissa@pfchamber.com www.pfchamber.com

Date: Location: Setup: Event Time: Breakdown: **Sign-up Dea	105 8:00 10:0 3:00	irday, September Swenson Farms a to 9:30a 0a to 3:00p p to 5:00p day, September ′	Blvd., the g	assy field nex		l', Pflugerville ly after this date).
BOOTH: (Check Box)	Corner* * Booths requ	□ \$190 (PCC II □ \$235 (PCC II uiring electricity add nds of fees will be	nvestors an additional	\square \$290 (Futu \$80 and note res	re-Investors) trictions on page	□+\$80 Electricity □+\$80 Electricity two.
ExhibitorsBooth spaceVendors meNo motorize	6 (additional must provide t ce is reserved oust stay for the	guidelines on parheir own decorations on a "first paid" basis duration of event:	ge two of aps for the booth s, is nonexcluded 10:00a to 3:0	oplication): - We provide: or usive, and location. (see "Timefra	ne 11X17 sign, o on is determine me" on page two	
SPONSORSH						
	• .	ently displayed on	•	• •	plimentary Co	rner Booth
	• .	ently displayed on	-	s/Signage		
	•	n promo items/Sig	ınage			
\$ 100:	Line listing of	n promo items	(Please print	or type)		
			(i icase print	<i>,</i>		
			Tax #			
(For Signage - (30 Character Limit) Representative Name(s)			Title(s)			
Representative Sig	nature					
By signing	above, our	organization ac	cepts the g	uidelines deta	ailed above ar	nd on Page Two.
How did you hear a	bout the EXPO?	_				_
Mailing Address				ate, Zip		
Phone		Cell	Email_			
Description of Busin	ness, Products or	Services you will be exhil		hether or not you will	l host a children's act	civity):
Exhibitors must	provide a doo	· prize for drawing (V	alue of \$25 or	more). What will y	ou donate as a d	oor prize to the Event?
Do you need Table	and Chairs (1-red	tangular table and 2 chai	rs are <u>complimer</u>	tary for each booth)?	Y N	-
Number of Booths_	Electricity	needed? (Add \$80)	Electrical Us	e (ex: fan)?	T OTAL :\$	
Payment Type	Credit Card N	lumber:				
(Cash, Check, Money	Order, MasterCard	or VISA) American Express	s NOT accepted.			
CCV Code:	Exp. Date_	Credit Care	d Billing Zip			
Name on Credit Ca	ırd		Siar	ature		Date

BOOTH GUIDELINES PAGE TWO

• **Booth Sharing:** No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted. Only one business per booth. Exhibitors may rent more than one booth.

- Cancellation of Event: PCC and its event sponsors will not be held liable for failure to hold the exhibit as scheduled. In the event PCC and its event sponsors cancel the exhibit, payment for booth space will be returned within 30 days of scheduled event.
- Children: Children must be supervised at all times.
- Confirmations: Booth confirmation will be sent via email.
- **Deliveries:** Exhibitors shall be responsible for making arrangements for delivery and receipt of shipments and storage of any freight before scheduled setup time.
- Electrical Equipment: No data lines provided. No amplifying equipment or individual generators allowed. Electricity availability limited and restricted. No large load, minimum use only with only one plug-in allowed. Exhibitors requesting electricity must bring their own 110 cords and note use.
- Equipment: PCC will not be held responsible for unattended equipment. Vendors must unload and load their own equipment. There will not be parking near booths for un-loading, please be prepared to move your items from vehicle to tent and then park in designated "Vendor" parking.
- Food/Beverage: All food focused businesses must complete a Temporary Food Establishment Application, file with the City of Pflugerville & be in receipt of a Temporary Food Establishment Permit prior to Event. Application fee is \$50. Applications must be filed with the City four (4) weeks prior to Event. Home prepared / cottage foods are not allowed at all.
- No Exhibitor is to give away full-size food or beverage items (small samples only).
- **General:** PCC reserves the right to refuse space to those applicants deemed inappropriate for a family/public safety oriented event. **This is a "Rain or Shine" event. Please wear footwear appropriate for rough/uneven ground.**
- Insurance: Exhibitors agree to maintain insurance to fully protect PCC and its event sponsors from any and/or all claims of any nature, including claims under Worker's Compensation Act, and for damages for personal injury, including death, which may arise in connection with the operation of exhibitor's display. Damage to inadequately packed property is exhibitor's responsibility. In the event the exhibitor damages facility, exhibitor agrees to reimburse the owner of the facility for the cost of repairing such damages. The exhibitor expressly agrees to protect, save and hold harmless PCC and its event sponsors from all loss, damage and/or bodily injury whatsoever, directly or indirectly. PCC is **not responsible** for any and all illness or injury to any person, including death, that may result from or occur during participation in the Pfamily Pfestival and EXPO, whether caused by negligence of the PCC, its governing Board, officers, employees, event sponsors, representatives or otherwise.
- Mascots: Costumed mascots must request written approval from Chamber 30 days prior to event.
- Motorized Vehicles: Motorized vehicles will be allowed inside event perimeter only during unloading and loading times TBD. Exhibits must be confined to the exhibit area.
- Timeframe: All vendors must check in by 9:00a and must remain until 3:00p. Vendors leaving before 3:00p will not be allowed to participate in future years.
- Parking: Exhibitor parking is available in designated areas only.
- Payments: Please return completed Booth Application with payment to PCC at the addresses listed on page one by Monday, September 10, 2018. Keep a copy for your records.
- Products Displayed & Distributed: Must be family appropriate materials.
- **Product Changes:** The products/services listed on page one are those proposed to exhibit, and exhibitor shall **notify in writing** of any changes **seven** days prior to the event date.
- **Reservations:** Exhibit booth space will be reserved for the date and time frame indicated above when payment is received with application. **No refunds will be made on cancellations by exhibitor.**
- **Setup/Breakdown:** Exhibit installation must be accomplished between 8:00 and 9:30a on Saturday, September 29, 2018 and must be dismantled by 5:00p on Saturday, September 29, 2018.
- *** Door Prizes required by Exhibitors will be given out after the Event. Winners are determined by received and completed Door Prize Cards.