



2017 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
pcc3@att.net www.pfchamber.com

Date: Saturday, October 7, 2017 (Rain or Shine)
Location: Stone Hill Town Center, Hilltop Commercial Drive, South of Cinemark
Setup: 7:00 am to 8:30 am
Show Time: 9:00 am to 3:00 pm
Breakdown: 3:00 pm to 5:00 pm
****Sign-up Deadline:** Monday, September 18, 2017. (\$30 administrative fee will apply after this date).

BOOTH: Regular* \$190 (PCC Investors) \$240 (Future-Investors) +\$80 Electricity
 (Check Box) **Corner*** \$235 (PCC Investors) \$290 (Future-Investors) +\$80 Electricity
 * Booths requiring electricity add an additional \$80 and note restrictions on page two.
 • **No Refunds of fees will be issued on cancellations by Exhibitor.**

GUIDELINES (additional guidelines on page two of application):

- Exhibitors must provide their own decorations for the booth - We provide one 11X17 sign only.
- Booth space is reserved on a "first paid" basis, is **nonexclusive, and location is determined by PCC.**
- Vendors must stay for the duration of event: 9:00 am to 3:00 pm. (see "Timeframe" on page two)
- No motorized vehicles will be allowed inside event perimeter during event. (See "Motorized Vehicles on page two.)
- Only one business per booth.

SPONSORSHIP OPPORTUNITIES:

"E": \$1000: Logo prominently displayed on promo items/Signage/**Complimentary regular booth**

"X": \$500: Logo prominently displayed on promo items/Signage

"P": \$200: Line listing on promo items/Signage

"O": \$100: Line listing on promo items

(Please print or type)

Business Name _____ Tax # _____
 (For Signage - 30 Character Limit)
 Representative Name(s) _____ Title(s) _____
 Representative Signature _____

By signing above, our organization accepts the guidelines detailed above and on Page Two.

How did you hear about the EXPO? _____
 Mailing Address _____ City, State, Zip _____
 Phone _____ Cell _____ Email _____
 Description of Business, Products or Services you will be exhibiting (including whether or not you will host a children's activity):

Exhibitors must provide a door prize for drawing (Value of \$25 or more). What will you donate as a door prize to the Event? **

Do you need a Table and Chairs (1-rectangular table and 2 chairs are complimentary for each booth)? Y / N _____

Number of Booths _____ Electricity needed? (Add \$80) _____ Electrical Use (ex: fan)? _____ **TOTAL:\$** _____

Payment Type _____ Credit Card Number: _____
 (Cash, Check, Money Order, MasterCard or VISA) **American Express NOT accepted.**

CCV Code: _____ Exp. Date _____ Credit Card Billing Zip _____

Name on Credit Card _____ Signature _____ Date _____

- **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:** Unsupervised children will not be tolerated.
 - **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 vendors 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.** "Cottage Foods" (home prepared foods), please contact the Chamber office.
 - 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:** No motorized vehicles will be allowed inside event perimeter during show time. Exhibits must be confined to the exhibit area.
 - **Timeframe: All vendors must check in by 8:00 am and must remain until 3:00 pm.** Vendors leaving before 3:00 pm 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, August 15, 2017.** 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 7:00 am and 8:30 am on Saturday, October 7, 2017 and must be dismantled by 5:00 pm on Saturday, October 7, 2017.
- ** **Door Prizes** required by Exhibitors will be given out after the Event. Winners are determined by received and completed Door Prize Cards .