



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: Saturday, September 29, 2018 (Rain or Shine)
Location: 105 Swenson Farms Blvd., the grassy field next to 'The Pfield', Pflugerville
Setup: 8:00a to 9:30a
Event Time: 10:00a to 3:00p
Breakdown: 3:00p to 5:00p
**Sign-up Deadline: Monday, September 10, 2018. (\$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, one 6' table / 2 chairs
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: 10:00a to 3:00p. (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:

- \$1000: Logo prominently displayed on promo items/Signage/Complimentary Corner Booth
\$ 500: Logo prominently displayed on promo items/Signage
\$ 200: Line listing on promo items/Signage
\$ 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 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:** 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.