

2017 SPONSORSHIP INFORMATION



“One Neighborhood Under a GROOVE”



Oak Groove Festival

SUNDAY, OCTOBER 29th, 2017

Homegrown Music, Arts and Eats in the Oak Grove/Lakeside Area

The OAK GROOVE FESTIVAL (OGF) is a grass roots, volunteer-run neighborhood party in the Oak Grove/Lakeside community. The OGF Planning Committee appreciates your interest in becoming a sponsor helping to promote music, arts, entertainment and the businesses in our community. We are celebrating our fifth year and would not be able to run this event without your support.

Oak Groove Festival, Inc. is a nonprofit 501c4 civic organization. All proceeds from the Festival help fund community projects, improving the quality of life for residents and businesses in the Oak Grove/Lakeside neighborhood. The event boosts economic development while building community in the neighborhoods surrounding Briarcliff Road and LaVista Road in DeKalb County, Georgia.

Thank you for your consideration. Sponsorship levels are described on the following page. Support at any level is very much appreciated. We look forward to you joining us for our *groovy* event.

If you have further questions, please contact us at oakgroovefestival@gmail.com.

Oak Groove Festival Planning Committee 2017

Oak Groove Festival 2017 Sponsorship Levels

SUNDAY, OCTOBER 29th, 2017

GOLD \$1,000

- 10' x 20' Booth Space
- **Prominent size** Company Logo on printed marketing materials
- **Prominent size** Company Logo on Oak Groove Festival Website
- Multiple Facebook page posts
- Prime Booth Location
- 4 Recognition Announcements on Main Stage
- 6 VIP Lounge Passes
- **Prominent size** Company Logo on Event Welcome Sign
- **Prominent size** Company Logo on Stage Banner
- **Prominent size** Company Logo on Commemorative Cups (used at festival)



SILVER \$750

- 10' x 20' Booth Space
- Company Logo on printed marketing materials
- Company Logo on Oak Groove Festival Website
- Multiple Facebook page posts
- Prime Booth Location
- 4 Recognition Announcements on Main Stage
- 4 VIP Lounge Passes
- Company Logo on Event Welcome Sign
- Company Logo on Stage Banner
- Company Logo on Commemorative Cups (used at festival)



BRONZE \$500

- 10' x 10' Booth Space
- Company Logo on marketing materials
- Company Logo on Oak Groove Festival Website
- Facebook page posts
- Select Booth Location
- 2 Recognition Announcements on Main Stage
- 2 VIP Lounge Passes
- Company Logo on Event Welcome Sign
- Company Logo on Stage Banner



COPPER \$300

- 10' x 10' Booth Space
- Company Logo on marketing materials
- Company Logo on Oak Groove Festival Website
- Facebook page post
- Select Booth Location
- Company Logo on Event Welcome Sign

Community Nonprofit Organization \$200

- 10' x 10' Booth Space
- Company Logo on marketing materials
- Company Logo on Oak Groove Festival Website
- Facebook page post
- Company Logo on Event Welcome Sign

Customized and Exclusive Sponsorship opportunities are available,

[please contact oakgroovefestival@gmail.com.](mailto:oakgroovefestival@gmail.com)



Oak Groove Festival 2017 - Sponsorship Information

SUNDAY, OCTOBER 29TH, 2017

Mailing Address: Box #142, 3939 LaVista Road, Ste. E., Tucker, GA 30084
Street Address: Vista Grove Shopping Center, 2868 LaVista Road, Decatur, GA 30033
Website: www.oakgroove.org
Email: oakgroovefestival@gmail.com

All sponsors will have booth space included with sponsorship. Guidelines for your booth space are listed in the following event policies and procedures. Please read the instructions carefully. By submitting a completed and signed two-part application (sponsor form & waiver) along with the appropriate sponsorship contribution, you are agreeing to abide by these policies as written.

1. Sponsorship requires submission of a completed, signed agreement form and liability waiver. Checks or money orders should be made payable to: **Oak Groove Festival, Inc.**
Mail to:
Oak Groove Festival, Inc.
Sponsorship Committee
Box #142
3939 LaVista Road, Ste. E.
Tucker, GA 30084
2. If you would like a booth space, booth assignments will be given according to sponsorship level. A festival committee representative will work with your organization to determine your booth location. Booth assignments will be given approximately 2 weeks before the event.
3. There will be no refunds issued once the application is submitted and accepted by the OAK GROOVE FESTIVAL COMMITTEE. This event takes place, **RAIN or SHINE**. In case of dangerous weather, the Festival committee will determine a possible later start to the event and inform you as far in advance as possible.
4. For event information, please visit www.oakgroove.org
5. There will be a select number of vendors that will sell food items, that are preapproved by the Festival Planning Committee. Sponsors and Vendors are prohibited from selling alcohol, beer, soda and water. The Oak Groove Festival is selling beer, soda and water to raise funds.
6. Non-food vendors or sponsors may **not** give out any free food items or drinks, including frozen treats. Snacks and candy are permitted only with prior written approval from the festival committee.

- 7. NON-ALCOHOLIC BEVERAGE OR FOOD SALES ARE NOT ALLOWED UNLESS PRE-APPROVED BY OAK GROOVE FESTIVAL COMMITTEE. OAK GROOVE FESTIVAL COMMITTEE reserves the right to sell ALL ALCOHOLIC BEVERAGES AT THIS EVENT AS A FUNDRAISER.**
8. Sale of items advertising the event must first be approved by OAK GROOVE FESTIVAL COMMITTEE in writing due to possible sponsor conflicts.
9. Booth set-up will occur between 7:00am to 11:00 am. You will be given a specific "load-in" window of time within 1 week of the event. You must load-in during that assigned time to prevent set-up delays/bottlenecks on vendor row. All vendor/sponsor vehicles must be fully unloaded and clear the festival area by 12:00pm. No vendor/sponsor vehicles will be admitted to the event area after 12:00pm.
10. The event officially opens at 1:00pm. All vendors are expected to operate from 1:00pm until 7:00 pm. Your booth should be up and ready to operate by 12:30pm. Vendors/sponsors are not allowed to pack up and leave the festival site prior to 7:00pm. Vendors/sponsors who register for the event and do not show up and participate at the event or vendors/sponsors who pack up and leave the event prior to 7:00 pm will not be allowed to participate in the event for the next 2 consecutive years.
11. Vendors/Sponsors are required to provide a 10x10 exhibit tent(s) for their booth space. Vendors/sponsors will provide, deliver, and set-up their materials including tables, tents, chairs, and generators during the set-up time period, and leave their booth area(s) clean upon departure.
12. Email specific questions to: ***oakgroovefestival@gmail.com***
13. Please retain this sheet for your reference. LICENSE AND PERMITS: All vendors/sponsors must comply with all applicable laws, event policies and regulations concerning their products, presentations, and conduct during the event. Non-compliance will result in penalties and/or booth closure. OAK GROOVE FESTIVAL COMMITTEE assumes no liability or responsibility for these requirements.



Oak Groove 2017 - Sponsorship Agreement Form

SUNDAY, OCTOBER 29th, 2017

[Deadline for logo inclusion on marketing materials: September 1st, 2017]

Name/Business Name: _____

(Exactly as you would like it to appear in printed materials.)

Contact Person: _____ Contact Phone: () - _____

Mailing Address _____ City: _____ State: _____ Zip: _____

Web Site: _____ Email: _____

Please indicate your sponsor commitment level by circling the appropriate box below.

Gold	Silver	Bronze	Copper	Community NPO Organization
\$1,000	\$750	\$500	\$300	\$200

- Please contact me to discuss customized and exclusive sponsorship opportunities.
* Mail or email to oakgroovefestival@gmail.com

Checklist: What to return to OAK GROOVE FESTIVAL committee.

Payment: Please make check payable to: **Oak Groove Festival, Inc.**
Mail all materials: Box #142, 3939 LaVista Road, Ste. E.
Tucker, GA 30084

- Enclosed check# _____ in the amount of \$ _____
- Completed Sponsorship Agreement Form. If you plan to sell or give away any product, please list here: _____

- Liability Waiver
- Camera Ready Artwork/Company Logo email to oakgroovefestival@gmail.com

By signing below, I understand that I must comply with all applicable laws, OAK GROOVE FESTIVAL COMMITTEE event policies and procedures and all other regulations concerning my products, presentations, and conduct during the event. Noncompliance will result in penalties and/or booth closure with no refunds issued. OAK GROOVE FESTIVAL COMMITTEE assumes no liability or responsibility for these requirements. I understand that I may only sell the items I specifically listed above, if they are approved by OAK GROOVE FESTIVAL COMMITTEE. If I sell items not listed above, I will be subject to fees, penalties and possible booth closure.

Printed Name

Signature

Date



Oak Groove 2017 - Liability Waiver

SUNDAY, OCTOBER 29th, 2017

Mailing Address: Box #142, 3939 LaVista Road, Ste. E., Tucker, GA 30084
Street Address: Vista Grove Shopping Center, 2868 Lavista Road, Decatur, GA 30033
Website: www.oakgroove.org
Email: oakgroovefestival@gmail.com

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT VENDOR / PERFORMER / SERVICE PROVIDER / VOLUNTEER

In consideration for my participation in the Oak Groove Festival, as a vendor, performer, provider of services and/or equipment or volunteer of the Oak Groove Festival Committee, Inc., I, hereby agree to indemnify and hold harmless, release, waive, discharge and covenant not to sue the Oak Groove Festival, Inc., Vista Grove Shopping Center, its trustees, officers, agents, volunteers, staff, members, leaders, employees, sponsors, co-promoters, owners or lessors of premises leased or utilized by the Oak Groove Festival from any and all liability, claims, demands, actions and causes of action whatsoever arising out of, or related to any loss, damage or cost, including any court costs and attorney's fees that may be incurred, diseases, or injury, including death, that may be sustained by me, or to any property belonging to me, from any and all actions out of any accident, casualty and/or event which might happen while on the premises of or while on the premises being utilized by the Oak Groove Festival Committee, while volunteering, participating, working or vending at the program and/or event listed above. I further understand that there is no Worker's Compensation or Accident Insurance furnished by the Oak Groove Festival.

It is my express intent that this Release and Hold Harmless Agreement shall bind my family, if I am alive, and my heirs, assigns and personal representative, if I am deceased.

In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully and legally competent to execute this release agreement; and I execute this release for full, adequate and complete consideration fully intending to be bound by the same.

Signature

Date

Printed Name