

# 2017 VENDOR INFORMATION



**“One Neighborhood Under a GROOVE”**



## **Oak Groove Festival**

**SUNDAY, OCTOBER 29<sup>th</sup>, 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 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.

We look forward to you joining us for our *groovy* event.

If you have further questions, please contact us at [oakgroovefestival@gmail.com](mailto:oakgroovefestival@gmail.com).

*Oak Groove Festival Planning Committee 2017*



## **Oak Groove Festival 2017 - Vendor Information**

SUNDAY, OCTOBER 29<sup>TH</sup>, 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](http://www.oakgroove.org)  
**Email:** [oakgroovefestival@gmail.com](mailto:oakgroovefestival@gmail.com)

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 (vendor form & waiver) along with your payment, you are agreeing to abide by these policies as written.

1. Vendors must submit 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.  
Vendor Committee  
Box #142  
3939 LaVista Road, Ste. E.  
Tucker, GA 30084
2. 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](http://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](mailto: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 - Vendor Agreement Form

SUNDAY, OCTOBER 29<sup>th</sup>, 2017

**[Vendor Space Deadline: September 22, 2016]**

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

Contact Person: \_\_\_\_\_ Contact Phone: ( ) \_\_\_\_ - \_\_\_\_\_

Mailing Address \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_ Zip: \_\_\_\_\_

Web Site: \_\_\_\_\_ Email: \_\_\_\_\_

**There are two Vendors Levels, please choose a level by checking below:**

\_\_\_\_\_ **Premiere Vendor \$150**

- Limited availability
- 10' x 10' Booth Space
- Logo with business name & link to your website on the Oak Groove Festival website
- Preferred Booth Location

\_\_\_\_\_ **Vendor \$100**

- 10' x 10' Booth Space
- Business name & link to your website on the Oak Groove Festival website

**Please check the category of items which you plan to sell and include a brief description:**

\_\_\_\_\_ Art description: \_\_\_\_\_

\_\_\_\_\_ Other Merchandise/Service: \_\_\_\_\_

\_\_\_\_\_ Community Service: \_\_\_\_\_

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

Office Use Only:

Payment Received Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Check# \_\_\_\_\_



## **Oak Groove 2017 - Liability Waiver**

**SUNDAY, OCTOBER 29<sup>th</sup>, 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](http://www.oakgroove.org)

**Email:** [nakgroovefestival@gmail.com](mailto:nakgroovefestival@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