

## 2016 SPONSORSHIP INFORMATION



**“One Neighborhood Under a GROOVE”**



# Oak Groove Festival

**SUNDAY, OCTOBER 30<sup>th</sup>, 2016**

*Hometown 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 being a sponsor and helping us bring music, arts, and fun to our community. We are celebrating our fourth 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 funds 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 surrounding neighborhoods along Briarcliff Road and LaVista Road in DeKalb County, Georgia.

Each year we are growing; even with three consecutive years of heavy thunderstorms we reached 3,000 attendees. This year the Festival is moving to the fall hoping to dodge high winds, dangerous lighting and the hot blacktop pavement. And, we are planning lots of fun additions in keeping with Halloween and the Fall season.

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](mailto:oakgroovefestival@gmail.com).

*Oak Groove Festival Planning Committee 2016*



## **Oak Groove Festival 2016 Sponsorship Levels**

SUNDAY, OCTOBER 30th, 2016

- **Presenting \$3,000**
  - Category Exclusive
  - 10' x 20' Booth Space
  - Booth Location near Welcome Tent or area of your choice
  - Company Logo most prominently displayed on Oak Groove Festival Website, Facebook page, all printed materials, and banners
  - 10 VIP Tent Passes
  - 5 Recognition Announcements on Main Stage
  
- **Gold \$1,000**
  - 10' x 10' Booth Space
  - Select Prime Location
  - Company Logo displayed larger than categories below on Oak Groove Festival Website, Facebook page, all printed materials, and banners
  - 6 VIP Tent Passes
  - 3 Recognition Announcements on Main Stage
  
- **Silver \$750**
  - 10' x 10' Booth Space
  - Prime Location
  - Company Logo displayed larger than category below on Oak Groove Festival Website, Facebook page, all printed materials, and banners
  - 4 VIP Tent Passes
  - 2 Recognition Announcements on Main Stage
  
- **Bronze \$500**
  - 10' x 10' Booth Space
  - Prime Location
  - Company Logo on Oak Groove Festival Website, Facebook page, all printed materials, and banners
  - 2 Recognition Announcements on Main Stage
  
- **Community Nonprofit Organization \$250**
  - 10' x 10' Booth Space
  - Company Logo on Oak Groove Festival Website, Facebook page
  
- **Customized Sponsorships are available, contact [oakgroovefestival@gmail.com](mailto:oakgroovefestival@gmail.com).**



## **Oak Groove Sponsorship Information**

**SUNDAY, OCTOBER 30th, 2016**

Mailing Address: Box #142, 3939 LaVista Road, Ste. E., Tucker, GA 30084

Street Address: Vista Grove Shopping Center, 2868 LaVista Road, Decatur, GA 30033  
[www.oakgroove.org](http://www.oakgroove.org) [[oakgroovefestival@gmail.com](mailto: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.  
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. Someone from the festival committee 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 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 Sponsorship Agreement Form

SUNDAY, OCTOBER 30th, 2016

**[Deadline for logo inclusion on marketing materials: September 15, 2016]**

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.

Presenting	Gold	Silver	Bronze	Community Organization
\$3,000	\$1,000	\$750	\$500	\$250

- Please contact me to discuss customized sponsorship opportunities.  
\* Mail or email to [oakgroovefestival@gmail.com](mailto: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
- 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**

Office Use Only: Payment Received Date: \_\_\_\_\_ Initials: \_\_\_\_\_ Check# \_\_\_\_\_



## **Oak Groove Liability Waiver**

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### 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., Contribute2America, 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 or Contribute2America, 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 Contribute2America or 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