

# 2019 SPONSORSHIP INFORMATION



## Oak Groove Festival

**SUNDAY, OCTOBER 6<sup>th</sup>, 2019**

**from 1 pm to 7 pm**

***“One Neighborhood Under a GROOVE”***

*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 being part of this great community gathering.



The event features local music, delicious food, and entertainment for all ages. Vendors at the Oak GROOVE Festival offer a wide variety items, such as jewelry, paintings, clothing, treats, crystals and kaleidoscopes. Community organizations, schools and family-focused services are also on hand to share information with our neighbors.



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.

For more information, please go to [www.oakgroove.org](http://www.oakgroove.org) or contact us at [oakgroovefestival@gmail.com](mailto:oakgroovefestival@gmail.com).

Groove on,

*Oak Groove Festival Planning Committee 2019*



# **Oak Grove Festival - 2019 Sponsorship Levels**

**SUNDAY, OCTOBER 6th, 2019 from 1 pm to 7 pm**

## **GOLD \$1,000**

- **Large** size Company Logo on printed OGF marketing materials and OGF Website
- **Large** size Company Logo on the *all-sponsor* Event Welcome Sign **and** Stage Banner
- **Dedicated** OGF Facebook posts with your Company Logo/links to your website/social media
- **Priority** Choice for Booth Location
- 10' x 20' Booth Space
- 6 Stage Recognitions



## **SILVER \$750**

- **Medium size** Company Logo on printed OGF marketing materials and OGF Website
- **Medium size** Company Logo on *all-sponsor* Event Welcome Sign **and** Stage Banner
- OGF Facebook *all-sponsor* posts your Company Logo/links to your website/social media
- **Preferred** Choice for Booth Location
- 10' x 20' Booth Space
- 4 Stage Recognitions



## **BRONZE \$500**

- **Small size** Company Logo on printed OGF marketing materials and OGF Website
- **Small size** Company Logo *all-sponsor* Event Welcome Banner
- Company Logo on OGF *all-sponsor* Facebook posts
- 10' x 10' Booth Space
- **Special** Choice for Booth Location
- 2 Stage Recognitions



## **COPPER \$300**

- **Smaller size** Company Logo on printed OGF marketing materials and OGF Website
- **Smaller size** Company Logo *all-sponsor* Event Welcome Banner
- Company Logo on OGF *all-sponsor* Facebook posts
- 10' x 10' Booth Space
- 1 Stage Recognition

## **Community Nonprofit Organization \$200**

- **Smaller size** Company Logo on printed OGF marketing materials and OGF Website
- **Smaller size** Company Logo on *all-sponsor* Event Welcome Banner
- Company Logo on OGF *all-sponsor* Facebook posts
- 10' x 10' Booth Space
- 1 Stage Recognition

**Customized and Exclusive Sponsorship opportunities are available, please contact [oakgroovefestival@gmail.com](mailto:oakgroovefestival@gmail.com).**



## **Oak Groove Festival 2019 – Sponsorship Information**

**SUNDAY, OCTOBER 6<sup>TH</sup>, 2019 from 1 pm to 7 pm**

**Mailing Address:** 3939 LaVista Road, Ste. E., Box #142, 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)

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  
3939 LaVista Road, Ste. E.  
Box #142  
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](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 8:00am 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), in any color, 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, 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 2019 - Sponsorship Agreement Form

SUNDAY, OCTOBER 6<sup>TH</sup>, 2019 from 1 pm to 7 pm

[Deadline for logo inclusion on marketing materials: August 20<sup>th</sup>, 2019]

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](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: 3939 LaVista Road, Ste. E, Box #142  
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**

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



## **Oak Groove 2019 - Liability Waiver**

**SUNDAY, OCTOBER 6<sup>th</sup>, 2019**

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**Email:** [oakgroovefestival@gmail.com](mailto:oakgroovefestival@gmail.com)

### WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT VENDOR I PERFORMER I SERVICE PROVIDER I 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