



HauntFest on Main 2017

Exhibit Booth Application / Terms of Agreement

Date: Friday, October 20, 2017

Time: 5:00 p.m. - 10:00 p.m.

Location: Downtown El Cajon

To Apply for an EXHIBIT BOOTH SPACE:

Complete Application / Terms of Agreement and Submit with Payment by September 8, 2017

Return to: City of El Cajon Recreation Department, Attn: Michele Sawaya
200 Civic Center Way, El Cajon, CA 92020

Phone: (619) 441-1673 Fax: (619) 440-5675 E-Mail: msawaya@cityofelcajon.us

Early submittal recommended. All booths must be approved by HauntFest Committee.

Submission of Application Does Not Guarantee Nor Confirm Booth Space.

Contact information

Organization / Business Name:		
Contact Name:		
Mobile Phone:	Other Phone:	
Email:	Website:	
Mailing Address:		
City:	State:	Zip:

Booth Fees

\$50 Booth Fee Includes:

1 – 10' x 10' **SPACE ONLY**

Event Liability Insurance

**Vendor responsible for supplying own canopy, tables and all equipment.*

(Sales are NOT allowed in exhibit booth)

\$50 – Power

Electricity is limited. No more than 1,500 watts will be available per booth. Personal whisper-silent generators and battery operated devices are allowed with prior **HauntFest** Committee approval.

TOTAL AMOUNT INCLUDED Make check payable to: **City of El Cajon**

CRITERIA: We encourage each exhibit booth to reflect a Halloween theme. The goal is to provide an activity, craft or interactive display for the children and patrons at HauntFest such as: instruments, toys, woodwork, photography, art, educational pieces, etc.

Briefly describe the appearance of your booth, what you will be doing and have on display, the set up time required, etc. If items or plans change, please notify **HauntFest** Committee as soon as possible. Include photo of your display. Please use additional sheets if necessary.

OFFICE USE ONLY

Date Received: _____ Initials: _____ Approved: _____ Denied: _____
Check #: _____ Amount Paid \$: _____ Date: _____ Returned: _____



HauntFest on Main 2017 Exhibit Booth Application / Terms of Agreement *Initial the Following Terms of Agreement*

1. Initial ___ **DUE DATE – SEPTEMBER 8, 2017**. Submit completed application / agreement, booth payment and photo of booth to: City of El Cajon Recreation Department, Attn: Michele Sawaya, 200 Civic Center Way, El Cajon, CA 92020
Make check payable to: City of El Cajon
2. Initial ___ **EVENT INSURANCE** – Insurance will be provided by the City of El Cajon.
3. Initial ___ **POWER** – Personal whisper silent generators and battery operated devices allowed with HauntFest Committee approval. Exhibitor responsible for providing own 100 foot, commercial-type grounded extension cord and power strip. If applicant cannot provide own power, accommodations will be made for an additional \$50.
4. Initial ___ **SUBMISSION OF APPLICATION** – Submission of the application does not guarantee nor confirm a booth space until **HauntFest** Committee approves your space. Booth fees will be refunded if application is not accepted. **HauntFest** Committee reserves the right to limit the number of applicants for any particular type of display, thereby maintaining diversity and quality.
If an approved vendor withdraws from event, booth fees are non-refundable.
5. Initial ___ **CONFIRMATION** – Confirmation Packets containing set up, event day and clean up information will be sent out the first week in October.
6. Initial ___ **EVENT OPERATING REQUIREMENTS**
Set up: Will take place between 1:00 p.m. – 4:00 p.m.
Event: Applicant agrees to have booth(s) operational and fully staffed throughout the entire event, 5:00 p.m. - 10:00 p.m.
Clean up: After the event, applicant will have vehicle access to booth(s) to pick up supplies when all event grounds are cleared. This will occur at approximately **10:30 p.m. or when the Police Department determines it is safe to do so.** Applicant will enter and exit the property the same way as entered for set up. If vehicle is not needed, items may be packed up and carried out after 10:00 p.m.
7. Initial ___ **NO SALES** – Exhibitor agrees that sales of any kind are NOT permitted.
8. Initial ___ **INAPPROPRIATE ACTIVITIES** – All **HauntFest** booths are prohibited from selling, distributing or displaying any material, food, or literature deemed by the **HauntFest** Committee as: inappropriate, or controversial within booth(s) or anywhere on the event grounds.
9. Initial ___ **NON-COMMERCIAL SPEECH AREA** – There will be limited space for a “non-commercial speech” display. The area will be large enough to accommodate two tables and there will be no charge. Requests for space use are required no later than September 8, 2017, but due to limited space, the area may fill up before the September 8th date.

Acknowledgement of Terms **City of El Cajon Waiver – Sign Below**

Release and Indemnification:

By signing this Waiver, I release the **City of El Cajon**, its officers, agents, employees, and volunteers from any and all liability, for any claim for personal injury or property damage, arising as a result of my or my organization’s participation in the **HauntFest on Main** event. I understand and assume all risk associated with this event. If I, my family, or any member of my organization is injured, this waiver will be used against me in any action for damages. I grant full permission for this event’s sponsors to use my name, voice, and/or picture in any media or other account of this event for any purpose. No city agent may modify this waiver. False information on this agreement, or failure to abide by the City of El Cajon regulations for **HauntFest on Main**, may prohibit participation.

THE UNDERSIGNED ACKNOWLEDGE HAVING RECEIVED THE BOOTH GUIDELINES, READ AND UNDERSTANDS THE FOREGOING, AND AGREE TO ALL THE TERMS AND CONDITIONS AS STATED.

Print Name: _____ **Date:** _____

Organization Representative’s Signature: _____