



Larkspur Flower & Food Festival

May 30th, 2010

The Annual Larkspur Flower & Food Festival will be presented on **Sunday, May 30th, 2010**. It will be held on Magnolia Avenue, in Larkspur, Larkspur is located in Marin County, CA. The event is planned and executed by Team PRO Event, Inc. and presented by the Larkspur Community Association.



The Larkspur Flower & Food Festival will be planned as an exciting daylong schedule of colorful festivities surrounding the theme of flower related arts & crafts, flower & plant products, and gourmet food exhibitors. This event is a double row configuration with approximately 60 presentations. It is a classic event providing many levels of participation for residents, community service groups, sponsors, local businesses and you... **the Exhibitor.**

There is a fee discount for exhibitors who are members of the Larkspur Community Association (LCA).

We hope you will want to be a part of the Larkspur Flower & Food Festival.

If you need any additional information, give us a call at **Team PRO Event. (415) 383-3470** or email us at **proevent@aol.com**.

The Annual Larkspur Flower & Food Festival 2010 Exhibitor Application

See other side for Exhibitor Application Instructions and Exhibitor Agreement †

First Name: _____

Last Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Resale #: _____

Category: _____

Brief Description of Art or Craft: _____

We have participated in the past? No Yes What Yr(s)? _____

We would like Same Space as previous year. No Yes

Space # _____

Please Check Choice Below: (Post dated checks will not be accepted)

Non-Refundable Processing Fee: (\$10.00)
Please provide separate check.

Mailing List Only

10' x 10' Booth Space (\$175.00) LCA Member (\$150.00)

10' x 20' Booth Space (\$350.00) LCA Member (\$300.00)

The Booth Space Fee is the space only, No structures included with this Fee!

Form of Payment:

Check # _____ Money Order Visa Mastercard

Card Number _____ Date _____

Signature _____ Date _____

Please verify that you have included all of the following:

- Application Processing Fee Booth Fee
- 4 Photos (SASE if you want your photos returned.) Signed Release (see other side)

Make checks payable and mail to:

PRO Event, Inc., P.O. Box 315, Mill Valley, CA 94942

For further information please contact us at Team PRO Event, Inc.

Phone (415) 383-3470 • Fax (415) 383-7020 • Email proevent@aol.com
Visit www.teamproevent.com

For official use only:



EXHIBITOR APPLICATION INSTRUCTIONS

Please make a copy of these instructions for your records.

Please complete the Application Form by PRINTING OR TYPING the information requested. The State of California requires each applicant to possess a valid California Resale Certificate & Number. This number must appear on your application to be processed.

If you wish to remain on our mailing list, please return this application, regardless of whether you are applying for this year's event or not. Please mark your application **"Mailing List Only"**.

Selection: We will consider Arts, Crafts and Gourmet Food. Other considerations will be the overall presentation balance, so that no one medium will dominate (i.e. Jewelry, Ceramics, etc.).

Include with your application: Include two photos, or color photocopies representative of the work and (1) of your booth display, you will be presenting. This will help in the selection process and to guarantee the work meets the overall criteria of Arts & Crafts, Flower & Plant Products, and Gourmet Foods. Please include your name on each photo/copy for identification. Include a SASE, if you wish your photos returned after the event.

Acceptance: You will be notified of your acceptance status by or before May 1, 2009. Checks from those who are not accepted will be returned at that time. Application will be allowed up to the event date, as long as space allows.

Payment: Participation Fee for Exhibitors is **\$175.00** for this year's event. A discount is available for Larkspur Community Association members. Also this year, there will be a non-refundable processing fee of **\$10.00**. Make your checks for \$10.00 and \$175.00, payable to **PRO Event, Inc.** This must accompany your application. There is a \$20.00 return check charge for any bounced checks.

Withdrawal: Exhibitors may withdraw up to April 15, 2010 and receive a 100% refund and up until May 1, 2010 for 50%. **After that date, as funds are committed, participation fees are not refundable.**

Cancellation: If weather, acts of God, or other circumstances beyond the control of The Larkspur Community Association or Team PRO Event, Inc. cause the event to be canceled, participation fees will not be returned. The Larkspur Community Association and Team PRO Event, Inc. will not be held liable to Exhibitors for the failure of the event to take place.

Space Assignment and Final Instructions: Accepted Exhibitors will receive your event information packet by approximately May 15th, 2010. This will include your specific Space Assignment, as well as detailed, day of the event, load in and load out instructions.

EXHIBITOR RELEASE & HOLD HARMLESS AGREEMENT

This agreement is entered into by and between Team PRO Event. (Producer) and the sponsor of the event, The Larkspur Community Association (Client) and the Exhibitor filling out, signing, and returning the application (Exhibitor).

Producer is in the business of providing space at the Flower & Food Festival event for the display and sale of arts or crafts. Producer and Client do not participate in the construction, assembly, or placement of the individual Exhibitor's exhibit. Producer, on behalf of the Client, provides space only at the event.

The Exhibitor hereby indemnifies and holds the Producer, its agents, employees and servants and the Client, its agents, employees, and servants harmless from any and all claims, including costs and attorney's fees resulting therefrom, arising out of said Exhibitor's participation in this event. For the purpose of this agreement, the term "participation" shall include, but not be limited to, the delivery of equipment, merchandise, structures and product to their designated location, the set up and display of any such structure and arts or crafts, and the dismantling and removal of all such items from the area provided by or through the Producer or its agents, employees and servants or the Client or its agents, employees and servants.

The Exhibitor hereby expressly assumes any risk of harm to the Exhibitor arising out of their participation and the participation of other artists in the Flower & Food Festival, including any risk resulting from the particular location of the space designated to them by the Producer.

This agreement shall be effective immediately upon execution and continue in effect throughout the event period.

Exhibitor _____ Date _____