

The 20th Annual
Burlingame ArtzFest
August 11th & 12th, 2012



Welcome to the 20th Annual Burlingame ArtzFest, **Saturday and Sunday, August 11th & 12th, 2012** in the upscale downtown Burlingame Avenue area in Burlingame, CA. The event is presented by the Burlingame Chamber of Commerce and produced by Team PRO Event, Inc. of Mill Valley.

This event has a double and single row configuration with approximately one hundred and twenty five 10' x 10' spaces throughout the festival site. The 2012 production will again feature a Gallery Showcase. This is special presentation of exceptional arts and craft exhibitors will be staged in the optimum run on Burlingame Ave. and will be advertised and promoted.



The Burlingame ArtzFest is an exceptional street event with several special components and consistently draws over 35,000 attendees. It is a classic event providing many levels of participation for residents, local businesses, sponsors and you... **the Exhibitor**. An extensive jury process ensures the high quality of the event's exhibitors.

This boutique Festival is widely attended and promotes the downtown businesses as well as the entire upscale community of Burlingame.

For questions or comments call **Team PRO Event, 415-383-3470** or email, **proevent@aol.com**.

The 20th Annual Burlingame ArtzFest
2012 Exhibitor Application

**See reverse 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: _____

Past Participant: No Yes Yr(s) _____

Same Space as 2011 No Yes

Space # _____

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

Non-Refundable Processing Fee: (\$10.00) Mailing List Only

Provide separate check.

10' x 10' Booth Space (\$425.00)

10' x 20' Booth Space (\$850.00)

Required Gourmet Food Health Department Fee (\$100.00)

Corner Request (\$100.00)

No guarantee. Provide a separate check.

Consider me for the Gallery Showcase.

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

Form of Payment:

Check # _____ Amount \$ _____

Money Orders Amount \$ _____

Verify that you have included all of the following:

Application Processing Fee Booth Fee Health Dept Fee (If Applicable)

4 Photos (Check for return with SASE) Signed Release (see reverse side)

Make checks payable to: The Burlingame Chamber of Commerce

Mail to:

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

For additional information contact Team PRO Event.

Phone: 415-383-3470 • Fax: 415-383-7020 • Email: proevent@aol.com

Website: www.teamproevent.com

For official use only:



EXHIBITOR APPLICATION INSTRUCTIONS

Make a copy of these instructions for your records.

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.

To remain on the Pro Event mailing list, return this application, regardless of whether you are applying for this year's event or not. Mark your application **"Mailing List Only"**.

Selection: Only original handmade arts, crafts, packaged gourmet foods and lifestyle products made by the Exhibitor will be considered for this year's event. Other considerations will be the overall presentation balance, so that no one medium will dominate (i.e. Jewelry, Ceramics, etc.). This presentation will provide additional promotional and marketing opportunities for a select group of fine arts and craft exhibitors. It will be staged in the highest traffic area of the Festival on Burlingame Ave. Acceptance is based on individual merit and will be determined during the final selection process prior to space allocations. Should you want to be considered for this placement check the appropriate box. Note that acceptance may pre-empt space assignments consistent with previous years.

Include with your application: Three photos or color copies representative of your work and one booth display photo of your merchandise which will be for sale at the event. This aids in the selection process guarantees that the work meets the overall exhibitor criteria. Include your name on each photo/print for identification. No slides accepted. Include a SASE, if you wish your photos returned after the event.

Acceptance: Monthly selection will start in January. You will be notified of your acceptance status by or before July 15, 2012. Checks from those who are not accepted will be returned upon processing. Applications will be allowed up to the event date, as long as space allows.

Payment: Processing Fees for all Exhibitors is \$10.00. This covers processing and selection costs and is non-refundable. **Participation Fees for Exhibitors is \$425.00.** Two separate checks for \$10.00 and \$425.00 made payable to: **The Burlingame Chamber of Commerce** must accompany your application. There is a \$20.00 charge for any returned checks.

Withdrawal: Exhibitors may withdraw up to June 15, 2012 and receive a 100% refund and until July 1, 2012 for a 50% refund. After July 1, 2012, participation fees are not refundable.

Cancellation of Event: If weather, acts of God, or other circumstances beyond the control of The Burlingame Chamber of Commerce or Team PRO Event, Inc. cause the event to be canceled, participation fees will not be returned. The Burlingame Chamber of Commerce and Team PRO Event, Inc. cannot be held liable by exhibitors for the failure of the event to take place.

Space Assignment and Final Instructions: Accepted Exhibitors will receive a final information packet by the end of **July 1, 2012.** 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 Burlingame Chamber of Commerce (Client) and the Exhibitor filling out, signing, and returning the application (Exhibitor).

Producer is in the business of providing space at the Burlingame 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 Burlingame 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 shall continue in effect throughout the event period.

Exhibitor _____ Date _____