



## OctoberFest Participant Information

### **Date**

Saturday, September 24, 2011

### **Location**

Castle Pines Market Place  
Safeway Shopping Center  
(Castle Pines Parkway & I-25)

### **Hours of Operation**

11 a.m. to 5 p.m.  
Rain or Shine!

Participants are required to maintain operations and stay open throughout entire event hours.

### **Entertainment & Attractions**

All entertainment and attractions must be booked by participating businesses. The Chamber of Commerce would like to keep track of all entertainment and attractions booked, so please let us know what you plan to provide at your booth. For a list of ideas and entertainment companies, please contact Carla Kenny at 303-688-3359 or email at [carla@castlepineschamber.com](mailto:carla@castlepineschamber.com).

### **Booth Information**

Booth space is 10 X 10. Chairs and tables are **NOT** provided. Booth placement will be assigned on a first come first serve basis and will be available one week prior event. No booth assignments will be made until payment has been received in full.

There will be no electricity available. If you need electricity, it will be your responsibility to bring a generator.

A \$30 fee will be assessed on returned checks.

Payment must be made by check. Please send all payments and paperwork to:

Castle Pines Chamber of Commerce  
562 Castle Pines Parkway, Suite C-1  
Castle Pines, CO 80108

### **Refunds and Cancellation**

If a refund is requested prior to September 2, 2011, all but \$30 will be refunded. ABSOLUTELY no refunds for contracted booth space will be given after September 2, 2011. There are no refunds for inclement weather. The event will be held rain or shine.

### **Exclusivity**

There is no guarantee of exclusivity for products and/or businesses represented during OctoberFest. It will be at the OctoberFest Committee's discretion to determine exclusiveness.



## OctoberFest Participant Information

### **Day of Event Information**

*Set up* may begin at 8 a.m. All participants must check in at the information booth. No vehicles will be allowed in the event area after 10:00 a.m. NO EXCEPTIONS!

*Clean up* may begin at 5 p.m. All booths are expected to remain operational until 5 p.m., unless inclement weather requires an early closing. No vehicles will be allowed in event area until pedestrian traffic has significantly slowed down. Vendors must be out of the lot by 7 p.m.

*Trash removal* is the participant's responsibility. The trash receptacles located throughout the event area are for paper, food, etc., not merchandise or large items from participants. Everything, including unwanted merchandise and boxes must be taken away with you.

*Tents* are not provided. If you plan to bring a tent, it must be weighted down with tent weights or sandbags. ***If weights are not used, you will be asked to take down your tent. All participants must have their own weights, with a minimum of 40 pounds per tent leg.*** Gallon water jugs and bricks are not safe. A gallon water jug weighs only 8 pounds and a single brick weighs 3 pounds. PVC pipe filled with concrete or tent weight sandbags are recommended.

Any asphalt damage will be the responsibility of the participant.

*Beverages & Food* vendors must obtain approval to sell concessions.

*Pets* owned by exhibitors are not allowed in Octoberfest area.

*Fire Hazards* are not allowed. No burning of candles, incense, or any other spark or flame producing device or potentially dangerous actions shall be permitted, unless a participant of the Grilling Competition. Smoking by exhibitors is not permitted in the booths or near potentially flammable merchandise.

***All participating businesses and food vendors are required to carry Liability Insurance. If you are a home operated business this may come from an endorsement you have on your homeowners policy. If you have questions concerning this coverage, please contact us for further information.***

*By signing the OctoberFest Contract you acknowledge and accept all of the terms stated in this Exhibitor Information Packet.*



**2011 OctoberFest Participant Application & Contract**

Name of Business:	
Contact Name:	
Phone:	
Email:	
Address:	
Website:	

<b>Please Check</b>	<b>Level</b>	<b>Amount</b>	<b>Payment</b>
	Presenting	\$800 +	\$
	Gold	\$500	\$
	Silver	\$250	\$
	Booth- <b><i>CP Chamber Member</i></b>	\$50	\$
	Booth- <b><i>Non Members</i></b>	\$100	\$
	Booth- <b><i>Non Profit</i></b>	\$50	\$
<b>Total Payment</b>			<b>\$</b>

Do you have Business Liability Insurance: yes or no  
Policy # \_\_\_\_\_

Applications Will Not Be Processed Without Payment!

Credit Card Payments can be made at [www.CastlePinesChamber.com](http://www.CastlePinesChamber.com)

Please make checks payable to **Castle Pines Chamber of Commerce**  
562 Castle Pines Parkway, Suite C-1  
Castle Pines, CO 80108

Questions?  
303-688-3359



## OctoberFest Participant Contract

Applicant Name: \_\_\_\_\_

I have read the entire OctoberFest Information Packet and agree to adhere to all of the policies and procedures outlined in packet. Failure to follow information in the Participant Information Packet will result in forfeit of booth space and all booth fees. OctoberFest and Castle Pines Chamber of Commerce will not be held responsible for loss of business.

***I understand electricity, tables and chairs are not provided this year.***

I have enclosed payment, completed application and signed contract.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application, Contract and Payments must be mailed to:  
Castle Pines Chamber of Commerce  
c/o OctoberFest  
562 Castle Pines Parkway, Suite C-1  
Castle Pines, CO 80108

*Please make checks payable to Castle Pines Chamber of Commerce*

For more information please contact:  
Carla Kenny  
303-688-3359  
carla@castlepineschamber.com