



**The Oaks Christmas Festival -  
December Fridays 3<sup>rd</sup> & 10<sup>th</sup> and Saturdays 4<sup>th</sup> & 11<sup>th</sup>, 2021  
4pm - 8pm each night**

The Oaks First Annual Christmas Festival will take place this December 2021! This free, public event will feature Christmas lights and decorations, free crafts and games for the kids, and craft vendors with local merchandise available for purchase. Tickets will be available to purchase for hay rides and a lights maze. Concessions will be available, and of course meet and get photos with Santa and Mrs. Claus!

**Christmas Festival Opportunities -**

**\*Register to be a Vendor:** Sell your goods at the Christmas Festival by renting a booth to display your products. We ask all vendors who rent a booth have merchandise available for customers to buy during the Festival. All vendors will be in charge of displaying, pricing and collecting payment for their products sold. The Oaks is offering an opportunity to sell your products, but we in no way guarantee sales.

**\* Become a Sponsor:** Help us provide free crafts and games for the kids! Sponsorship money collected will cover the cost to provide free crafts & candy at the crafts & game booths, and to provide décor for the event. Silver Sponsorship - \$100 - Your company's logo will appear in promotions for the Festival, and will be displayed on a banner during the Festival.

Gold Sponsorship - \$200 Your company's logo will appear in promotions for the Festival, will be displayed on a banner during the Festival, and a Christmas tree will be provided for your company to decorate in any theme of your choosing. Get creative! Because the company who has the best tree (determined by visitors votes) will win a free party at The Oaks! (If you would like for us to take care of the decorating, add \$100). See the terms and conditions below for details.

**To Register-**

Please fill out the following information, read & sign the terms and conditions pages for the 2021 Christmas Festival, and email, or mail all necessary documents, with a 50% deposit to the number or address below to begin securing your space. Deadline for registration, sponsorship and final payments are due no later than November 10th, 2021.

## The Oaks 2021 Christmas Show Registration and Terms:

### Your Information:

Vendor/Company Name: \_\_\_\_\_

Vendor/Company Services: \_\_\_\_\_

Vendor/Company Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone #: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Is This A Storefront? YES or NO

E-Mail Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

### FEES:

#### Vendors -

One Weekend – Single Booth (10' × 10'+/- booth, first come first served) **\$80.** 1 × \$80 = \$ \_\_\_\_\_.

I will rent a booth for the weekend of (choose one):

\_\_\_\_\_ December 3<sup>rd</sup> & 4<sup>th</sup> 2021 **-or-**

\_\_\_\_\_ December 10<sup>th</sup> and 11<sup>th</sup> 2021

**-or-**

2 Weekends – Single Booth (10'x10'+/- booth, first come first served) **\$140.** 1 × \$140 = \$ \_\_\_\_\_.

I will rent a booth for December 3<sup>rd</sup> & 4<sup>th</sup>, and 10<sup>th</sup> & 11<sup>th</sup> 2021 and receive a \$20 discount.

8' Rectangular table, or 5'round table **\$10.** \_\_\_ x \$10 = \$ \_\_\_\_\_.

White folding chair **\$3.** \_\_\_ x \$3 = \$ \_\_\_\_\_.

#### Sponsors -

Silver Sponsor **\$100 = \$ \_\_\_\_\_.**

Gold Sponsor - (I will decorate our sponsorship tree for the Festival) **\$200 = \$ \_\_\_\_\_.**

Gold Sponsor - (I would like The Oaks to decorate our sponsorship tree) **\$100 = \$ \_\_\_\_\_.**

Our tree theme is: \_\_\_\_\_

**Total = \$ \_\_\_\_\_.**

**Deposit due at time of registration (50% of total) = \$ \_\_\_\_\_.**

### Payment: Check or Money Order Payable to:

*The Oaks Events*

*628 Lovers Lane, Midland, NC 28107*

\_\_\_\_\_ Check here if you would like to pay via Venmo, and we will send a request for payment.

**Request Amount: \$ \_\_\_\_\_, Venmo User Name: \_\_\_\_\_**

## **Festival Notes:**

- \* Indoor booth space is available to the first 10 registered vendors. In order to represent a variety of services, the number of booths available for each service category is limited. If there is enough interest, covered outdoor space may be made available at a lower cost. Registration is confirmed only once you receive an email confirming receipt of registration form/fee from an Oaks representative. Registration closes November 10<sup>th</sup>, 2021.
- \* There will not be a limit to the number of sponsors for the Festival. Silver and Gold sponsor banners will be displayed at the free games and crafts sections during the Festival, and Gold sponsor Christmas trees will be displayed throughout the event area.
- \* All Gold sponsors' trees will automatically be included in a contest for 'Favorite Design'. Visitors will be asked to cast a vote for their favorite Christmas tree design. After the last Festival date, all votes will be counted and the winning sponsor will receive a certificate for a free event at The Oaks! Use it for your company's next party, retreat, or meeting. See terms for details.
- \* Advertising for the show will be through social media postings/events, local event boards, street signage, flyers and emails to prospective customers who visit our website. Our company will also enter a float in local Christmas parades before the Festival to promote the event. Registered vendors and sponsors will appear on social media postings concerning the Christmas Festival, made after their registration has been accepted. To bring in more potential business, we urge all vendors to advertise and spread the word about the Christmas Festival.

## **2021 Christmas Festival Terms and Conditions:**

1. Registration is confirmed only once you have received an email confirming receipt of registration form and fee by The Oaks Events representative.
2. Registration deadline is November 10<sup>th</sup>, 2021, at this time all remaining balances and sponsorship info are due.
3. Each booth is a 10' x 10'+/- space and will be first come first served. We ask all vendors have merchandise available for purchase during the Festival. All vendors will be in charge of displaying, pricing and collecting payment for their products sold. Booths do not include any tables, chairs, rugs or décor - vendors are responsible for anything needed to fill their booth. Tables and chairs can be requested and paid for via the registration form or by email request, and fees will be due no later than November 10<sup>th</sup>, 2021. It is sometimes necessary that booth spaces require adjustment and may be moved without prior notice. PLEASE NOTE The Oaks is offering an opportunity to sell your products but we in no way guarantee sales.
4. Requests for electricity must be made before the event date, and we will do our best to accommodate everyone. Electricity requests will be first come, first served. WiFi is NOT available; please make adjustments for this ahead of the Festival.
5. BOOTH SHARING IS PROHIBITED.
6. Show set-up/load in hours will be Fridays and Saturdays of the festival, from 1:30pm-3:30pm. Clean up/break down will be Fridays and Saturdays of the event from 8:00-9:30pm. Displays can be left set up from Friday to Saturday of each weekend, if you choose. The Oaks will not be responsible for anything belonging to the vendor including personal property, displays or merchandise left between Festival times. Early breakdown is prohibited. Please make sure all

displays can fit through our standard double doors - there are no oversized entry points to the pavilion. After unloading your vehicle please move your vehicle promptly to the parking area.

7. If you are displaying both weekends of the Festival, two separate set ups and break downs will be necessary as we will have other events during the week between festival dates and will not be able to store any displays or products during that time.
8. When staffing your booth for the Festival, all participants are responsible for show Terms & Conditions.
9. GUEST SOLICITATION IS NOT PERMITTED FOR NON-EXHIBITING VENDORS.
10. Music/Sound from your booth should be controlled as to not disturb your neighbor. The show management team reserves the right to control sound volume at your booth.
11. All vendors are responsible for cleanup and trash removal for their booth space.
12. Cancellation of your booth within 30 days of the Festival date will result in forfeit of your deposit/payments. NO REFUNDS. A 50% refund of the deposit/payments made up to the point of cancelation will be issued for cancelations made more than 30 days before the Festival.
13. The Oaks Events and its contractors are not responsible for any Injury, death, loss or damage that may occur to the vendor while participating in the Christmas Festival. We will be hosting the Festival regardless of restrictions in place by the state. We do not enforce limitations or masks, so PLEASE if you feel unsafe for ANY REASON, especially related to COVID we ask you NOT TO ATTEND THE FESTIVAL, and if you are sick, have been sick, or have been in contact with anyone who has been sick we ask you NOT TO ATTEND THE FESTIVAL. The Oaks Events and its contractors will not be responsible for anything related to COVID. You are exhibiting AT YOUR OWN RISK.
14. Gold sponsors will have a Christmas tree at the Festival, provided by The Oaks. The tree is to be decorated with a theme or color scheme of the sponsors choosing, and must be decorated by the sponsor before the first Festival date (December 3<sup>rd</sup>, 2021). Decorating times will be made available closer to the Festival date. All décor for the tree is to be provided by the sponsor. If you wish to keep the decorations you have supplied for the tree they can be picked up after the last Festival date (December 11<sup>th</sup>, 2021).
15. Gold sponsors who wish to have The Oaks decorate their company's tree can add a \$100 decorating fee to this registration form, or may request services via email no later than November 10<sup>th</sup>, 2021. The sponsor will still choose the theme or color scheme of the tree but will give decorative control to The Oaks and The Oaks will supply décor for the tree. All décor supplied by The Oaks to decorate a sponsors tree by The Oaks will remain property of The Oaks.
16. All sponsored trees will be entered into a 'Favorite Design' contest by The Oaks. The contest winner will be awarded a free special event rental at The Oaks. The free event is subject to the following terms:
  - a. The free event is redeemable for any Sunday through Thursday date available at the time of booking, and must be booked for a date on or before December 31<sup>st</sup>, 2023. A Friday or

Saturday can be booked, if available, within 90 days of the event, on or before December 31<sup>st</sup>, 2023. Event times are flexible, but must end no later than 11pm on the scheduled date.

- b. The free event includes access to the pavilion area for a 5 hour rental, along with tables, chairs and linens for up to 50 guests. The winner understands other services like food, entertainment, etc will be their responsibility.
- c. Additional services like a bartender, additional guests, staff, hours and services, etc. can be added at a charge, based on our special event rental pricing.
- d. The winner understands they are bound by all other Special Event contract terms.

By signing this Terms and Conditions page you are stating that you have read and agree to the terms and conditions of the Festival.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

(Signature)

On behalf of (your business name) \_\_\_\_\_

**Thank you for all of your support!**

**628 Lovers Lane  
Midland, NC 28107**

**(980) 521-4724  
theoaksevents@gmail.com**