



**2017 Stonebridge at Potomac Town Center PetOberfest
Non-Profit Exhibitor Application & Agreement**

Application Deadline: Friday, September 22, 2017

Please print or type all information clearly.

Name: _____

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Business Phone: _____ Fax: _____

Cell Phone: _____ Email: _____

Website: _____

Description of the services your non-profit organization provides: _____

What size exhibit space will you need? (Check One)

____ 10' x 10' (Non-profit exhibitor fee without tent: \$50/Non-profit exhibitor fee with tent: \$150)

____ 10' x 20' (Non-profit exhibitor without tent: \$50/ Non-profit exhibitor fee with tent: \$200)

Would you like a tent?

____ Yes (please be sure to pay the fee listed above with tent) ____ No

Description of what type of display you would like to host at the event: _____



PetOberfest

2017 Stonebridge at Potomac Town Center PetOberfest Policies & Procedures

- Notice of cancelation of participation in the event must be received by Monday, October 2nd in order to have the application fee refunded. If notice of cancelation is received after Monday, October 2nd, the application fee will be forfeited by the participating business and applied to costs incurred by event management.
- Participating non-profit exhibitors will receive:
 - Opportunity to display and sell products
 - (2) covered tables and (2) chairs
 - Exhibit signage & listing in event program
 - Tent per request and payment
- Exhibit spaces are assigned based on the discretion of the event management.
- Non-profit exhibitors must sign a hold harmless agreement or provide a certificate of insurance with the information listed below:

Certificate Holder:

JBG/Woodbridge Retail, LLC
c/o JBG/Retail Management, LLC
4445 Willard Avenue, Suite 400
Chevy Chase, MD 20815

Additional Insured:

JBG/Woodbridge Retail, L.L.C.,
Wells Fargo Bank, National Association,
JBG/Retail Management, LLC,
JBG Properties Inc.
JBG/Development Group, L.L.C.

- Non-profit exhibitors must have their booth manned for the duration of the event.
 - The event will start at 11am and end at 4pm.
 - Exhibitor set-up will begin at 9am on Saturday, October 14, 2017 and exhibitors must be set-up no later than 10:30am. (Additional set-up time will be given on a case by case basis). Please indicate if you will require additional set-up time here: _____ Yes
_____ No
 - Vehicle access will be provided to each exhibitor for set-up, however, each exhibitor will need to be prepared to move items with dollies or handcarts.
 - Exhibitors cannot start taking down their exhibit until 4pm.
 - Exhibitors must have their space dismantled no later than 6pm.
 - Event management and their agent affiliates will not be responsible for any lost or stolen items from exhibit.



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- Event management has the right to reschedule the event or close the event early in the event of inclement weather.
- Exhibitors are NOT permitted to leave early unless directed by the event management.
- Electricity will NOT be provided and generators are not permitted.
- Handwritten signs are not permitted. Event management has the right to remove materials that are not acceptable.

Application Instructions

- **Non-profit applications and checks are due no later than Friday, September 22, 2017.**
- Exhibit space will not be reserved for your organization until both the application and check have been received.
- There will be an additional \$100 charge to participate in the event if application and fees are submitted after Friday, September 22, 2017. Exhibitor space will be reserved as space allows.
- Application fees will NOT BE REFUNDED after October 2nd due to cost incurred by event management.
- **Checks should be made payable to JBG/Woodbridge Retail, LLC. Please indicate "PetOberfest 2017" in memo section.**
- Fax a copy of the check and completed application to 1-800-718-4703.
- **Mail the completed application with payment no later than September 23rd to:**

Stonebridge at Potomac Town Center Management Office
Attn: Anastasia Paszkiewicz
15201 Potomac Town Place
Suite 180
Woodbridge, VA 22191



Petoberfest

Release

I shall protect, defend and JBG/Woodbridge Retail, LLC (owner of Stonebridge at Potomac Town Center), JBG/Woodbridge Retail, L.L.C., Wells Fargo Bank, National Association, JBG/Retail Management, LLC, JBG Properties Inc. and JBG/Development Group, L.L.C., its successors and/or assigns, as their interests may appear completely harmless from and against any and all liabilities, losses, suits, claims, judgments, fines or demands arising by reason or injury or death of any person or damage to any property, including all reasonable costs for investigation and defense thereof, (including, but not limited to, attorney fees, court costs, and expert fees) of any nature whatsoever arising out of or incident to performing approved activities at Stonebridge at Potomac Town Center or the acts or omissions of participants' regardless of the causes unless the injury, death or damage is caused by the sole negligence of JBG/Woodbridge Retail, LLC (owner of Stonebridge at Potomac Town Center), JBG/Woodbridge Retail, L.L.C., Wells Fargo Bank, National Association, JBG/Retail Management, LLC, JBG Properties Inc. and JBG/Development Group, L.L.C., its successors and/or assigns, as their interests may appear.

By signing below, the proposed exhibitor/vendor agrees to the policies, procedures and information listed above.

Signature: _____ Date: _____

Name (printed): _____

Emergency Contact Name (required): _____

Emergency Contact Number (required): _____

