

6th Annual
**WEST HILLS
FALL FEST**

PRODUCED BY:



CANOGA PARK/WEST HILLS
CHAMBER OF COMMERCE

Building Businesses. Building Communities.

SPONSORED BY:



WEST HILLS
NEIGHBORHOOD COUNCIL

- **Entertainment**
- **Food**
- **Arts & Crafts**
- **Community Resources**
- **Health Information**

**Get Ready for Fun & Games, Business,
Health, Education, Good Food and
International Entertainment!**



Sunday, October 4, 2009

11:00 AM - 6:00 PM

West Hills Center

23233 Saticoy Ave.

West Hills, CA 91304

(Saticoy at Woodlake Street)

FREE ADMISSION

OPEN TO THE GENERAL PUBLIC

**CANOGA PARK/WEST HILLS
CHAMBER OF COMMERCE**

7248 Owensmouth Ave.

Canoga Park, CA 91303

(818) 884-4222

(818) 884-4604 Fax

email: info@cpwhchamber.org

web site: www.WestHillsFallFest.com



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EXHIBITORS

PARTICIPATION REQUIREMENTS

Each exhibitor must have a California resale permit available for inspection and is responsible for collection of sales tax. Each exhibitor must bring/arrange for his/her own interior display props such as signs, tables, chairs, etc. Advanced reservations required. This is a family-friendly event. All works of art/crafts must be appropriate for family viewing. Drug-related products are prohibited. Alcoholic beverages are prohibited in booths and attractions. Food or beverages may not be sold or served in booths unless you are a designated event food vendor.

RESERVATIONS

Reservations are on a FIRST-COME, FIRST-SERVED basis.
Reserve early for your first choice of location.

RESTAURANT/FOOD

Fees are for a 10' x 10' booth space. Includes tent with 3 full walls plus canopy (heavy vinyl), 1 table, 2 chairs. Electrical outlets are available at an additional cost. Food vendors are responsible for all necessary taxes, city and state regulations and health permits.

Member: \$250 (includes \$50 non-refundable registration fee)

Non-Member: \$300 (includes \$50 non-refundable registration fee)

Clean-Up Deposit: \$100 Refundable. Separate check required.

Deduct \$25 per booth or open space if paid in full by Sept. 1.

BUSINESS/COMMERCIAL

Fees are for a 10' x 10' booth space. Includes canopy, 3-foot-high back wall, 1 table and 2 chairs. For a corner booth, add \$25 to the registration fee.

Member: \$200 (includes \$50 non-refundable registration fee)

Non-Member: \$250 (includes \$50 non-refundable registration fee)

Clean-Up Deposit: \$50 Refundable. Separate check required.

Deduct \$25 per booth or open space if paid in full by Sept. 1.

OPEN SPACE ONLY Limited availability.

10' x 10' space: \$150 (includes \$50 non-refundable registration fee)

Clean-Up Deposit: \$50 Refundable. Separate check required.

Deduct \$25 per booth or open space if paid in full by Sept. 1.

PUBLIC SCHOOLS/NON-PROFIT ORGANIZATIONS

Fees are for a 10' x 10' booth space. Includes canopy, 3-foot-high back wall, 1 table and 2 chairs.

10' x 10' space: \$150 (includes \$50 non-refundable registration fee)

Clean-Up Deposit: \$50 Refundable. Separate check required.

Deduct \$25 per booth or open space if paid in full by Sept. 1.

ADDITIONAL RENTALS

Electricity: \$50 per outlet (available in limited locations)

Extra Tables: \$25

INSURANCE

Please note that each exhibitor must have its own Liability Insurance policy in effect and each exhibitor must list the **WEST HILLS FALL FEST** and the **CPWH CHAMBER OF COMMERCE** and any of their employees and volunteers as co-insured.

REGISTRATION FEE, CLEAN-UP DEPOSIT, CANCELTION POLICY

The amount charged for booth space in the **West Hills Fall Fest** includes a non-refundable registration fee of \$50. The security or clean-up deposit (separate check required) will be refunded after your area is cleaned up and inspected at the end of the event (6 p.m.). Leaving before 6 p.m. will forfeit your deposit.

If a company/organization/vendor with paid reservations, is unable to participate on the day of the event, fees paid will not be refunded. Cancellation notices must be sent in writing to the CPWH Chamber office and post-marked 30 days prior to the date of the event. If any refund is made, the \$50 non-refundable registration fee will be deducted from the total amount paid.

PURCHASE A POLE BANNER WITH YOUR ORGANIZATION'S NAME: \$300
A terrific opportunity to promote Fall Fest and your business or charity!

REGISTRATION APPLICATION

RESERVATIONS ARE ON A FIRST-COME, FIRST-SERVED BASIS.



Please mail this application form and full payment to:

Canoga Park/West Hills Chamber of Commerce

Attn: West Hills Fall Fest
7248 Owensmouth Ave., Canoga Park, CA 91303

For additional information:

818.884.4222
818.884.4604 fax
email: info@cpwhchamber.org
web site: WestHillsFallFest.com

Participation Category (Check one):

- RESTAURANT/FOOD BUSINESS/COMMERCIAL ARTS AND CRAFTS PUBLIC SCHOOL NON-PROFIT

(Please print clearly)

Name of Business/Organization _____ Contact Person _____

Street Address _____ City _____ State _____ Zip _____

Phone _____ Fax: _____ E-mail: _____

Member of CPWH Chamber of Commerce? Yes _____ No _____ Resale Permit No. (if applicable) _____

DEDUCT \$25 PER BOOTH OR OPEN SPACE IF PAID IN FULL BY SEPT. 1

Please reserve (select the ones applicable to your category).

_____ 10 x 10 Restaurant/Food booth(s) @ \$300* \$ _____

_____ 10 x 10 Business/Commercial booth(s) @ \$250 (\$275 for corner booth)* \$ _____

CPWH Chamber members: deduct \$50 from above prices

_____ 10 x 10 Public School/Non-Profit booth(s) @ \$150* \$ _____

_____ 10 x 10 Open Space only @ \$150* (no tent, table or chairs provided) \$ _____

Additional Rentals

_____ Electrical outlet(s)** @ \$50 each \$ _____

_____ Extra Table(s) @ \$25 (must be reserved in adv. and paid with application) \$ _____

SUB TOTAL \$ _____

_____ Refundable Security/Clean-Up Deposit () Food \$100 () All Others \$50 \$ _____
(Separate check required. Leaving before 6 p.m. will forfeit your deposit.)

_____ Personalized Fall Fest Pole Banners @ \$300 \$ _____

TOTAL AMOUNT DUE WITH APPLICATION \$ _____

* Cost of participation includes a non-refundable \$50 registration fee. ** Electrical power available in limited locations.

Please indicate payment type:

() Check () Money Order Credit Card: () MASTERCARD () VISA () DISCOVER

Name on Card _____ Card # _____

Expiration Date _____ Billing Zip Code _____

Amount Authorized \$ _____ Authorized signature _____

MAKE CHECKS PAYABLE TO: **CANOGA PARK/WEST HILLS CHAMBER OF COMMERCE**

Reservation confirmation will be sent to e-mail address. No refunds 48 hours prior to event

Reservations are on a **FIRST-COME, FIRST-SERVED BASIS.**

Exhibitor set-up time: 8-10:30 AM
Exhibitor tear-down time: 6-8 PM
NO TEAR-DOWN PRIOR TO 6 PM
as per LAFD requirement

PRODUCED BY:



SPONSORED BY:



\$ _____ ← Deduct \$25 per booth if paid in full by Sept. 1

Please note that each exhibitor must have his/her California resale permit available for inspection and is responsible for collection of sales tax. Each exhibitor must have his/her own Liability Insurance policy in effect and must list the WEST HILLS FALL FEST and the CANOGA PARK/WEST HILLS CHAMBER OF COMMERCE and any of their employees and volunteers as co-insured.