



Botanical Brewfest 2018

A Benefit for the Overland Park Arboretum
& Botanical Gardens' Train Garden

Saturday, October 13, 2018 3-8 PM

Form A: Commitment Form

| | | |
|--|---|--------------|
| Participating Vendor | <i>(Name as it is to appear in all recognition)</i> | |
| Vendor Address | | |
| City/State/Zip | | |
| Primary Contact Name | | |
| Work Phone: | | Cell: |
| Email: | | Fax: |
| Alternate Contact Name | | |
| Work Phone: | | Cell: |
| Email: | | Fax: |
| Any Special Requests | | |
| <p>I understand that I have voluntarily elected to participate in The Botanical Brewfest on Saturday, October 13, 2018 at the Overland Park Arboretum & Botanical Gardens and pledge to carry out my commitment to the satisfaction of the event organizers.</p> | | |
| Signed: | | Date: |

Please fax to 913.685.4582 or email to Katharine.Garrison@opkansas.org

All entering the event must be 21 years old or older

Friends of the Arboretum, Part of the Arts & Recreation foundation of Overland Park
8008 W. 179th Street – Overland Park, KS 66013
katharine.garrison@opkansas.org phone 913-685-3604 fax 913-685-4582

Return This Document By August 15, 2018

Botanical Brewfest: Beverage Logistics Form

Instructions: Please complete and email this form to Katharine Garrison at katharine.garrison@opkansas.org or fax to 913-685-4582. Your tickets will be distributed after all required documentation is returned. Stipends will be given at the event or mailed the next day.

Vendor Name:

(As you want it to appear in the marketing materials)

Contact Name:

Cell Number:

Tasting Booklet Info & Logo

List the beverages and tasting notes as you want them to appear in the Tasting Booklet. Please include ABV and IBU in your description of the beers and ABV for other alcoholic beverages.

Please bring your own decorations including signs, banners, or any identifying decor. List the items you plan to bring.

Equipment & Supplies

What type of beverages will you be bringing (cans, bottles, kegs, jockey box, etc.)?

Are you able to bring your own 10X10 tent? If no the Botanical Brewfest will provide one. **Circle one:** Yes No
Please list additional needs.

The Botanical Brewfest will provide one 6' table, and two chairs. Please list additional needs.

List the number of 40; pound bags of ice you will need.

The Botanical Brewfest is responsible for setting up tents, tables, chairs, fans, etc.

Parking, Setup/Teardown, Scheduling

Will you use a large vehicle (truck, van, trailer) for load in/out? **Circle one:** Yes No
If so, what?

Must stay in pre-approved parking area; no vehicle in the gardens at any time.

How much set-up time do you need? All stations must be set-up by 2:30 PM.

Tear down – Will you be able to take all of your equipment off the premises by 9:00 PM Saturday, or will you need to return on Sunday morning no later than 10 AM? **Circle one:** Sat. night Sun. morning

Note: Neither the Botanical Brewfest or the Arboretum is responsible for damage or loss of property left at the Arboretum overnight.

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Electrical & Lighting

- Identify all equipment you plan to use and indicate all electrical/lighting devices needed for them to function.
- The power layout for each event destination will be configured based on the requirements you indicate.
- For electrical/lighting questions or to communicate changes to requirements after submitting this form, contact katharine.garrison@opkansas.org. fax 913-685-4582, office 913-685-3604.

Identify any electrical equipment. Indicate any pertinent information about your equipment that impacts electrical/lighting.

| Electrical Requirements | Description | Technical Electrical |
|-------------------------|-------------|----------------------|
| | | |

General

Included general notes, comments, special needs, concerns, or question and we will respond.

Tax Deduction Letter

Your contribution to this event may be tax deductible. Please provide the retail value of your donation of what you are serving tonight so we can provide you a donation letter after the event

This is an adult only event. All entering the event must be 21 years old or older

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