

Wichita River Festival ® New Event Criteria

May 7-15, 2010

Wichita Festivals, Inc. (WFI) is the private, non-profit organization responsible for producing the annual Wichita River Festival ®. Riverfest includes 60+ individual events. It is our policy not to duplicate event concepts within the nine days.

We welcome your new event ideas!

If you have a favorite old event or a brand new event concept you would like to submit for consideration please complete the New Event form.

Deadline for Submission:

- Completed New Event form by 5:00 PM, November 3
- Staff and event volunteer committee will review proposal
- You will be contacted by November 13
- Event Sponsor commitment by December 15 with 1/2 of sponsorship fee paid by December 15.
- Sponsor's 2nd half of payment due by January 15.

Criteria for Event Consideration:

- Completed New Event Proposal Form and Budget must be received at Wichita Festivals offices by 5:00 PM, November 3.
- Event site in the downtown area but will consider off site locations.
- Event must provide quality entertainment at a reasonable price – both to the participant and the sponsor.
- Event must be able to attract and sustain community involvement.
- Event must be attractive to diverse audiences, both culturally and age specific.
- Events cannot duplicate existing event concepts.
- Fund raising events are prohibited.
- Timelines outlined by festival staff must be met and will be outlined upon acceptance of proposal. If timelines are not met, the event may be cancelled.

Event Budget

- Event budget showing all anticipated event expenses must be submitted.
- The festival staff will meet with you to complete the budget including additional festival related costs, i.e. trash, security, and restrooms.
- Sponsor dollars to cover these costs must be received in the festival offices by January 15.

Funding and Sponsorship

- Wichita River Festival Participation Fee of \$1,500 will be charged to each event for the event to be included as an “official event” of Riverfest.
- New Events require full funding secured by the event organizer.
- A Riverfest “Sponsor Commitment to Participate” form and Sponsor Benefit Package will be provided.
- The Sponsor Commitment form must be signed by the sponsor including half of the sponsor commitment paid and received at WFI by December 15.

Sponsor Benefits (benefits will be outlined at the event meeting)

- A minimum sponsor contribution of \$1500 must be provided by a sponsor, for the sponsor name to be printed in the festival event guide.
- Sponsors committed after January 1 are not guaranteed inclusion in the Festival guide.
- **EVENT ORGANIZERS MAY NOT OFFER ANY BENEFITS TO THEIR SPONSORS BEYOND THE FESTIVAL BENEFITS WITHOUT PRIOR WICHITA FESTIVALS APPROVAL.**

Participatory Event

- If the event is a competition and an entry fee is charged, a Riverfest button shall be included in the registration price.
- Participatory event entry forms shall include the WFI Release of Liability verbiage (see page 7).

Volunteers

- All volunteers shall sign a WFI Release of Liability (see page 7).

Food Service

- Any food service incorporated within event shall follow Food Service Guidelines and shall be approved by the festival office. Food Service applications shall be submitted by November 3. Normal rental fees and percentage of sales will apply.

In order for us to assess your proposal fairly, please fill in as many details as possible.

We are available to work with you to help determine the overall budget of the event and answer any questions you may have. If necessary, please call to make an appointment. Thank you for your interest in participating in the 2010 Riverfest.

Linda Davidson
Vice President Program Development
(316) 267-2817

Email: Ldavidson@wichitafestivals.com

WICHITA FESTIVALS, INC.

New Event Proposal
2010 Wichita River Festival®

Completed form must be returned to WFI offices by November 3 @ 5:00 PM.

Submitted by:

Company/Organization:

Address:

City/State/Zip Code:

Daytime Phone: _____ Fax: _____

Evening Phone: _____ Email: _____

Cell: _____

1. Describe the event you wish to propose for inclusion in Riverfest: _____

2. What is your objective? _____

3. What target audience will the event attract? _____

4. Proposed day and time for event: _____

5. Proposed location for your event: _____

Inclement weather contingency - alternate location _____

6. Would you provide the necessary manpower to plan and conduct the event? _____

Estimated number of volunteers needed. _____

If you need more volunteers, please advise how many and describe their functions and duties. _____

7. If the event is a competition, please provide on a separate sheet, the contest rules, including divisions or categories. Would trophies and/or prizes be awarded and, if so, please describe:

Amount for entry fee (including \$5 Riverfest button per person is **required**):

Registration sites: _____

Registration begins: _____

Registration deadline: _____

8. Do you have sponsorship to underwrite the costs of conducting this event? _____

Please list confirmed event sponsors.

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Amount of Sponsorship: _____

Company Name: _____

Company Address: _____

Contact Person: _____

Telephone Number: _____ Email: _____

Amount of Sponsorship: _____

9. Additional comments: _____

10. Attach itemized budget.

Wichita Festivals staff will assist you with identifying requirements and costs regarding restrooms, trash, security needs and other components associated with your event.

Send completed new event entry form and budget by 5:00 pm, November 3 to:

**Wichita Festivals Inc.
1820 E. Douglas
Wichita, KS 67214
FAX 316 267-5901**

WICHITA FESTIVALS, INC.
VOLUNTEER RELEASE & INDEMNIFICATION

In consideration of allowing Participant to participate in Wichita Festivals, Inc. activities, Participant hereby releases and forever discharges WFI, its Board of Directors, and all other persons, employees, agents and volunteers affiliated with WFI from any and all claims arising out of participating in any Wichita Festivals, Inc. activity.

Participant hereby releases and forever discharges WFI, its Board of Directors, agents, servants, representatives, employees, affiliates, partners, predecessors-in-interest, successors and assigns, and all other persons, firms or corporations in which any of the former have been or are now or may hereinafter be affiliated, of and from any and all past, present or future claims, demands, obligations, actions causes of action, rights, damages, costs, expenses or compensation of any nature whatsoever, caused by or brought as a result of Participant's acts or omission and arising out of Participant's involvement in a Wichita Festivals, Inc. activity.

Participant hereby agrees to defend, indemnify and hold harmless WFI and all the above mentioned entities and persons from any claim, demand, obligation, actions, causes of action, lawsuits, damages, costs, expenses, attorneys' fees or compensation of any nature whatsoever caused by Participant's acts or omissions arising out of Participant's involvement in a WFI activity.

The above does not preclude insurance coverage for Participant by WFI for any liability claims resulting from judicious execution, as instructed, of involvement in a Wichita Festivals, Inc. activity and/or payment of medical services required as a result of execution of involvement in a Wichita Festivals, Inc. activity.

Hold Harmless Waiver
Wichita River Festival

The following verbiage must be entered on your entry form, signed, and dated.

Waiver Statement (must be signed at registration):

As an entrant in the Wichita River Festival®, I assume complete responsibility for personal injury to me or damage to property which may occur during the event or while I am on the premises of the event. I hereby release and hold harmless the sponsor, promoters, and all other persons associated with the event from any and all liability for personal injury or property damage. I grant permission for any and all of the foregoing to use any photographs, video tapes, motion pictures, recordings or any other record of this event for any purpose whatsoever. I have read this Waiver, understand it and sign below of my own free will.

X _____
Signature date

X _____
Parent or Guardian signature required if participant is a minor date