



2022 Sanctioned Events Event Proposal Agreement



The following information is needed to process requests to participate as a sanctioned event. The information provided is used not only to determine suitability as an event, but also as information to be included on promotional materials distributed to media. Please provide your information as you would like it to be published. To be accepted as a sanctioned event, organizers must comply with guidelines outlined in these documents.

The City of Abbeville defines a sanctioned event as any event that is produced by or in conjunction with external producers during either the Spring Festival, May 6-14, or the Hogs & Hens Festival, October 14-15.

Contact information

Contact Name/Title _____

Organizing Agency _____

Business Address _____

Email _____

Cell phone _____ Business Phone _____

Event Information

Name of Event _____

Date(s) & Time(s) _____

Business Website _____

Entry Fees (if applicable) _____

Ticket Link (if applicable) _____

How many participants do you anticipate? _____

Type of insurance carried _____



5. The City of Abbeville will include accepted proposals as sanctioned events within the network of the City of Abbeville social media platform(s).
6. For 2022, there will be no fee to be designated as a sanctioned event of the City of Abbeville's Festivals.
7. Use of the Festival logo and/or name will be acceptable to use on any advertising and promotional materials once accepted. Requests to produce other retail, promotional, or specialty items using the festival name and logo must receive prior written permission from the City of Abbeville.
8. Acceptance as a sanctioned event does not indicate sponsorship or support, to include financial or implied support, and does not make the City of Abbeville liable in any way for any actions or negligence of the organizing agency or the event.
9. After the close of the event, organizers will be asked to provide an official participant count. If zip codes were collected as a part of the participation process, the city requests but does not require disclosure of that information.

Indemnification It is agreed that you will not hold the Festivals' participants, directors, volunteers, employees, City of Abbeville, council members, or Festival sponsors responsible for claims, losses, fees, damages or expense arising from or in connection with your event.

All information enclosed is accurate to the best of my ability at this time and I have read, and I understand the City of Abbeville's New Event Proposal process and qualifications. I agree to comply with all guidelines as stated.

Signature: _____ Title: _____

Signature denotes review and acceptance of the City of Abbeville's policies and guidelines including insurance and indemnification.

