

HOWARD COUNTY, MARYLAND
GREENFEST 2016
Saturday, April 16, 2016
10:00am – 4:00pm Howard Community College
APPLICATION DUE: FEBRUARY 26, 2016

This year's GreenFest theme is "Buy Local" with a target audience of Howard County residents. The event will focus on increasing knowledge about local options for food purchases. As is tradition, other “green” themes are welcome and encouraged.

Howard County Government is accepting applications for exhibitors and vendors to set up displays and share their knowledge with residents. Preference will be given to local businesses and organizations and those promoting environmentally friendly goods and services. Applications are due by FEBRUARY 26, 2016 and must include a completed application form, signed vendor agreement with insurance (if required) and payment in full. All applications received after February 26, 2016 will be charged a \$10 late fee above the space fees listed below. Applications will be reviewed and all applicants will be notified of their participation status by the end of March. Submission of the attached application does not ensure your participation in GreenFest 2016.

Exhibitor Fees:

- \$25 per 6' (long) x 4' (deep) space for non-profits
- \$35 per 6' (long) x 4' (deep) space for all other entities, such as commercial businesses
- Add \$10 if you are requesting access to an electrical outlet. Vendors must supply their own heavy duty extension cord and tape or other method of securing so the cord is not a safety hazard. NOTE: Electrical outlets are limited and are available on a first come, first paid basis.
- Add \$10 per space after February 26, 2016

Each exhibitor space will include one 5 foot table and two chairs (no pipe and drape or table cloth is included – please provide your own if desired). Please feel free to purchase more than one space if needed.

(Non-profit organizations that experience a hardship with the exhibitor fee should contact Alan Wilcom.)

Please note no refunds will be made after March 1, 2016.

Please consider becoming a **GreenFest Sponsor!**

Benefits include:

- One exhibitor space with a 5 foot table and two chairs (does not include electricity)
- Your name and logo on our brochure
- Your name on the GreenFest website
- A sponsor sign at your table
- Your organization's name mentioned in our press releases

GreenFest 2016 Sponsorship is \$100.

Space is limited – hurry and sign up today!

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Howard County GreenFest 2016 Application Packet Checklist

Be sure all of the following materials are included in your application packet upon submission.

1. APPLICATION

GreenFest 2016 Application

2. PAYMENT

Credit Card number, expiration date and security code on the application

-OR-

Check enclosed for full payment made out to Director of Finance

3. VENDOR AGREEMENT

Completed For-Profit Vendor Agreement

AND

Documentation for REQUIRED insurance listing Howard County Government as an additional insured for the event. (Please contact Alan Wilcom with questions regarding insurance.)

-OR-

Completed Non-Profit Vendor Agreement (Insurance is recommended, but is not required.)

SUBMIT APPLICATION PACKET TO:

Alan Wilcom
Howard County Department of Public Works
6751 Columbia Gateway Drive, Suite 514
Columbia, MD 21046
410-313-6433
Fax: 410-313-6390 (if faxing please call or email to confirm application arrival)
AWilcom@howardcountymd.gov

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Organization Name: _____

Contact Person: _____ Phone: _____

Email: _____

Mailing Address: _____

Billing Address (if different from above): _____

Organization Type (non-profit, government, club, manufacturer, energy provider, etc.): _____

Display Theme (e.g. water conservation, alternative energy, composting, recycled products, etc.): _____

Giving Away Items? Yes No Please Describe: _____

Selling Items? Yes No Please Describe: _____

Other Space Requests: _____

Date of Application Submission: _____

*** SPACE INFORMATION ***	
# of spaces requested	
Cost per space: \$25 nonprofit \$35 all others <i>OR</i>	\$
Sponsorship: \$100 includes 1 space	
Request for an electrical outlet (+\$10)	\$
Late fee assessed after February 27, 2016: (+\$10 per space)	\$
Total Enclosed	\$

*** PAYMENT INFORMATION***
Make checks payable to: <u>Director of Finance</u> and mail to: Howard County Department of Public Works, Attn: Alan Wilcom, 6751 Columbia Gateway Drive, Suite 514, Columbia, MD 21046 <p style="text-align: center;">-OR-</p> VISA / MASTERCARD* NAME ON CARD: CARD #: EXPIRATION DATE: 3 DIGIT SECURITY CODE: SIGNATURE: (*We cannot accept Discover or American Express)

HOWARD COUNTY, MARYLAND
NON-PROFIT VENDOR/EXHIBITOR AGREEMENT
“GREENFEST”

Vendor/Exhibitor hereby makes application to participate in “GreenFest” (The Event) sponsored by the Howard County Government, Department of Public Works, on April 16th, 2016. Vendor/Exhibitor understands and agrees to abide by all rules and regulations of Howard County Government.

By sponsoring the event, Howard County is not insuring you or your organization for this event. You/your organization is completely responsible for damages or injuries that occur to any persons or property whatsoever as a result of your participation in the event, including but not limited to the exhibit itself. You should have adequate insurance for your participation in the event. Notwithstanding insurance maintained, Vendor/Exhibitor agrees to be financially responsible for any and all damage or injury to persons or property caused by its vehicles, property, employees, contractors, agents, or volunteers anywhere on the property, including during set-up and removal of exhibits.

You must understand and practice sound safety procedures for your activities including proper supervision of all staff and activities and proper set up and take down of exhibits.

Vendor/Exhibitor agrees to indemnify and hold harmless Howard County Maryland, and its officials, employees, agents, and volunteers, from and against any and all liability or claims for damages of any kind, arising from Vendor/Exhibitor’s participation in the event.

Name of Organization:

Name of Person Responsible:

Date _____

Signature of Person Responsible and Authorized to Enter into this Agreement on Behalf of Vendor/Exhibitor/Organization

Address:

Telephone Number(s):

Email:

RECOMMENDED INSURANCE (NOT REQUIRED):

- a) General Liability Insurance in the amount of \$1 million, combined single limit per occurrence, naming "Howard County, MD", as Additional Insured.
- b) Workers' Compensation Insurance for vendor's employees.
- c) Automobile Liability Insurance, in the amount of \$1 million combined single limit per occurrence. (Not required if vehicles will not be used for the Event.)

HOWARD COUNTY, MARYLAND
FOR-PROFIT / OTHER VENDOR/EXHIBITOR AGREEMENT
“GREENFEST”
INSURANCE REQUIRED

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By sponsoring the event, Howard County is not insuring you or your organization for this event. You/your organization is completely responsible for damages or injuries that occur to any persons or property whatsoever as a result of your participation in the event, including but not limited to the exhibit itself. You must have adequate insurance for your participation in the event. Notwithstanding insurance maintained, Vendor/Exhibitor agrees to be financially responsible for any and all damage or injury to persons or property caused by its vehicles, property, employees, contractors, agents, or volunteers anywhere on the property, including during set-up and removal of exhibits.

You must understand and practice sound safety procedures for your activities including proper supervision of all staff and activities and proper set up and take down of exhibits.

Vendor/Exhibitor agrees to indemnify and hold harmless Howard County Maryland, and its officials, employees, agents, and volunteers, from and against any and all liability or claims for damages of any kind, arising from Vendor/Exhibitor’s participation in the event.

Name of Organization:

Name of Person Responsible:

Date _____

Signature of Person Responsible and Authorized to Enter into this Agreement on Behalf of Vendor/Exhibitor/Organization

Address:

Telephone Number(s):

Email:

REQUIRED INSURANCE (provide current certificate of insurance with application):

- a) General Liability Insurance in the amount of \$1 million, combined single limit per occurrence, naming "Howard County, MD", as Additional Insured.
- b) Workers' Compensation Insurance for vendor's employees.
- c) Automobile Liability Insurance, in the amount of \$1 million combined single limit per occurrence. (Not required if vehicles will not be used for the Event.)