HOWARD COUNTY, MARYLAND
GREENFEST 2019
Saturday, April 13th, 2019
10:00am – 4:00pm Howard Community College
APPLICATION DUE: February 15, 2019

This year's theme is "Science and Our Environment" with a target audience of Howard County residents. The event will focus on increasing knowledge about choices we can make to better the environment.

Applications are now being accepted by Howard County Government for the event. Preference will be given to local businesses and organizations and those promoting environmentally friendly goods and services. Applications are due by FEBRUARY 15, 2019 and must include a completed application form, signed vendor agreement with insurance (if required) and payment in full. All applications received after February 15, 2019 will be charged an additional $10 late fee. 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 participation in GreenFest 2019.

EXHIBITOR FEES: (Each exhibitor space is 6' long and 4' deep, and includes one 5' table and 2 chairs.)
- $25 per space for non-profits.
- $35 per 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.
- $10 per space late fee added after February 15, 2019.
- Table coverings cloth not provided.

APPLICATION CHECKLIST:
- ✓ Completed, signed application form
- ✓ Payment - Visa, MasterCard or Check ONLY (Checks made out to Director of Finance)
- ✓ Completed Vendor/Exhibitor Agreement. Note the insurance requirements; contact Alan Wilcom with questions regarding insurance – 410-313-6433 or awilcom@howardcountymd.gov
- ✓ **Submit Application to:**
    Alan Wilcom
    6751 Columbia Gateway Dr., Ste 514
    Columbia, MD 21046

    Fax: 410-313-6490 (call or email to confirm delivery)

CONSIDER BECOMING A GREENFEST SPONSOR!

BENEFITS INCLUDE:
●ONE EXHIBITOR SPACE (DOES NOT INCLUDE ELECTRICITY)
● NAME AND LOGO ON OUR BROCHURE
●NAME ON THE GREENFEST WEBSITE & IN PRESS RELEASES
●A SPONSOR SIGN AT YOUR TABLE

GREENFEST 2019 SPONSORSHIP IS $100.
SPACE IS LIMITED — SIGN UP TODAY!

Organization Name: _____

Contact Person: _____ Phone: _____

Email: _____

Mailing Address: _____

Billing Address (if different from above): _____

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

Display Theme (conservation, alternative energy, recycled products, etc.): _____

Giving Away Items? Yes   No   Please Describe: _____

Selling Items? Yes   No   Please Describe: _____

Other Space Requests: _____

_____

Date of Application Submission: _____ (No Refunds will be made after March 1, 2019)

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

EXHIBITOR SPACE INFORMATION:

_____ # of spaces requested

_____ Cost per space ($25 non-profit, $35 all others, OR Sponsorship: $100 per exhibitor space)

_____ Request for an electrical outlet (+$10)

+   _____ Late Fee (added after Feb 15, 2019) +$10 per space

=   _____ **TOTAL**

PAYMENT INFORMATION:
- Checks must be payable to <u>Director of Finance</u>
- VISA/MASTERCARD ONLY if paying by credit card

NAME ON CARD: _____

CARD #:_____ VISA or MASTERCARD (circle)

EXPIRATION DATE: _____ 3 DIGIT SECURITY CODE: _____

<u>Submit completed application and payment to:</u>
Alan Wilcom
6751 Columbia Gateway Drive, Ste 514
Columbia, MD 21046

Email: awilcom@howardcountymd.gov
Fax: 410-313-6490 (call or email to confirm delivery)

VENDOR/EXHIBITOR AGREEMENT:

Vendor/Exhibitor hereby makes application to participate in "GreenFest" (The Event) sponsored by the Howard County Government, Department of Public Works, on April 13th, 2019. 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. **Non-Profit** vendors/exhibitors should have adequate insurance for your participation in the event. **For-Profit/Other** vendors/exhibitors 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 removal 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: _____   Circle One: **NON-PROFIT** or **FOR-PROFIT/OTHER**

Name of Person Responsible: _____

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

Telephone Number(s):_____ Email Address: _____

Mailing Address: _____
_____

INSURANCE – RECCOMENDED FOR NON-PROFIT, **REQUIRED FOR FOR-PROFIT/OTHER**
(Current certificate of insurance MUST BE INCLUDED 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.)