



6<sup>th</sup> Annual

# Calvert Green Expo

Saturday, May 3, 2014, 10:00am-4:00pm

Admission is FREE! Rain or Shine event!

Hosted by: the Calvert County Citizens Green Team

**Event Location:** Annamarie Sculpture Garden & Arts Center  
13480 Dowell Road, P.O. Box 99, Dowell (Solomons), MD 20629

<http://www.annmariegarden.org/annmarie2/node/245>

**Deadline to apply: April 1, 2014**

Thank you for your interest in this event!

## Vendor Registration Form

The Calvert County Citizens Green Team invites businesses, non-profit organizations, agencies, and others to register for a booth at the 6<sup>th</sup> Annual Calvert Green Expo & Green Craft Fair. Last year's Expo attracted over 800 attendees and 100 vendors/exhibitors. The Expo is intended to showcase local businesses and organizations that have incorporated sustainable practices into their operations and services. If you believe you qualify for participation, please complete and sign this form and mail it to the address below. We also invite you to consider sponsoring the event!

**Would you like to sponsor the Green Expo?** *If so, please review the Sponsorship Levels....*

<b>Brilliant Green - \$2,500</b>	Includes logo on website, logo on 5000+ school flyers, logo on program, free booth at Expo, your banner at Expo, recognition during announcements.
<b>Ocean Green - \$1,000</b>	Includes logo on website, logo on program, name on 5000+ school flyers, free booth at Expo, banner at Expo, recognition during announcements.
<b>Emerald Green - \$500</b>	Includes logo on website, logo on program, free booth at Expo, banner at Expo, recognition during announcements.
<b>Forest Green - \$250</b>	Includes logo on website, name on program, free booth at Expo, recognition during announcements.
<b>Going Green - \$100</b>	Includes name on program, free booth at Expo, recognition during announcements.

### VENDOR INFORMATION:

How did you hear about this opportunity? \_\_\_\_\_

Business Name \_\_\_\_\_ Contact Name \_\_\_\_\_

COMPLETE Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_ Email (REQUIRED!) \_\_\_\_\_

Website address: \_\_\_\_\_

**BOOTH INFORMATION:** Each vendor will get one 10' x 10' space and one 8' table; all spaces are handicap accessible. This is an outdoor rain or shine event. **Exhibitors MUST bring their own tents and chairs.** Indoor space is available in the Murray Arts Building but is limited' please email for details or questions.

**Looking for the Green Craft Fair Booth Application Form? There is a separate form for that!**  
Please email [info@annmariegarden.org](mailto:info@annmariegarden.org) or call 410-326-4640 for info!

**ABOUT YOUR BOOTH** – Please briefly describe how your booth will fit the theme of the Green Expo:


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**DOOR PRIZES** – Help us make this a fun and informative event for our guests!  
**Will you donate a door prize for the event?**    YES!    NO

**PAYMENT INFORMATION**

**Booth Type:**    Commercial \$50    Non-Profit \$10    Public School (no charge)

 **Please make checks payable to “Ann’s Circle, Inc.”** No refunds. Returned check fee is \$25. Send payment and completed application to: **Ann’s Circle**, c/o Annmarie Garden, P.O. Box 99, Dowell, MD, 20629

Electricity: **\$15**    No thanks, I don’t need electricity.    Yes, I need electricity (you provide 3-prong cords)

**Sponsorship Level & Amount (if applicable) :** \_\_\_\_\_

*Do you want a booth at the Expo?*    YES    NO

**Payment Method:**    Cash    Check/Money Order    Visa    Mastercard  
**Payable to “Ann’s Circle”**

**TOTAL amount due:** \_\_\_\_\_

Acct # \_\_\_\_\_

Exp. Date \_\_\_\_\_ CID# \_\_\_\_\_ Confirm Amount \$ \_\_\_\_\_

Billing address: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature \_\_\_\_\_

## **6<sup>th</sup> Annual Calvert Green Expo– Release Agreement**

I represent and warrant that I have read and pledge to abide by the most current Calvert Green Expo rules (which are attached). For good and valuable consideration, including being permitted to participate in the Calvert Green Expo, the undersigned participating Vendor, for myself and my successors, heirs, assigns, executors, administrators, legal representatives, employees, agents and affiliates and in case of corporation, also its officers, directors, and shareholders (collectively, the “Vendor”), forever releases and discharges Annmarie Garden, Ann’s Circle, Inc, the Koenig Private Foundation, the Calvert County Government, the Calvert County Citizens Green Team, and each of its officers, directors, employees, agents, assigns, volunteers and affiliates (herein referred to as the “Green Team”) from all claims, demands, losses, costs, expenses, suits, damages, obligations, liabilities, and cause of action, whether arising in law or in equity, which the Vendor ever had, may now have, or may hereafter have by reason of any matter, cause or thing whatsoever arising out of or related to the Vendor’s involvement in Calvert Green Expo. The Vendor agrees to and does hereby assume any and all risks of personal injuries to the Vendor, including death, and risk of damage to the Vendor’s property, caused by or arising out of the Vendor’s involvement in the Calvert Green Expo. The Vendor hereby agrees to defend, indemnify and hold the Green Team harmless from and against any and all claims, demands, suits, losses, cause of action, damages, liabilities, obligations, costs, expenses, and judgments (including, without limitation, death and damages to property) caused by the Vendor’s acts or omissions or failure to abide by the rules of the Calvert Green Expo arising out of the Vendor’s involvement in the Calvert Green Expo. If accepted, The Green Team has my permission to use images of my work or my stand for the purpose of promoting, advertising, and marketing the Calvert Green Expo. The Green Team also has my permission to publish photographs or video taken of me, my booth and my work during the Green Expo for purposes related to promotions of the Calvert Green Expo, past or future.

Vendor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Vendor’s printed name \_\_\_\_\_

**REMINDER: send payment and completed application to:  
Ann’s Circle, Inc., c/o Annmarie Garden, P.O. Box 99, Dowell, MD, 20629.**

# Calvert Green Expo Rules & Guidelines

1. **Advance Application REQUIRED** – all vendors must apply and pay in advance; spaces are assigned on a first-come, first-served basis; absolutely no walk-ins the day of the event. **Deadline to apply is April 1.** Vendors will be notified of acceptance by April 8, 2014.
2. **Booth APPROVAL** – submission of application form/payment does not ensure acceptance. You will receive an email with your confirmation on or before April 8; if not accepted, you will get a refund.
3. **Vendors must be present during the ENTIRE event, Saturday, May 3, 2014, 10am-4pm.**
4. **Cordial & Welcoming** – all vendors are expected to treat all visitors, staff, volunteers, and other vendors with the utmost respect and consideration. We strive to create a warm and welcoming atmosphere for all visitors, regardless of age, race, religion, ability, gender, etc.
5. **Each vendor is given one 10' x 10' booth.** Booths are 10' x 10' and vendors are responsible for their own set-up and takedown. You must supply your own tent. No spikes or stakes can be used to set up your tent or booth display; no tying of your display apparatus to trees or shrubs. We suggest sand or water weights to stabilize your tent. You can drive your car to the booth for unloading and loading, **but your car CANNOT remain parked at the booth.** The fee for use of 110 volt electricity is \$15.00; vendors must bring their own outdoor (3 prong) extension cords. We strongly suggest that you bring a VERY long cord as your outlet may not be nearby. **UNDER NO CIRCUMSTANCES** will we provide a vendor with an extension cord. **Vendors must provide their own chairs.**
6. **Once you have been approved for the event, booth fees are NON-refundable.** There is a returned check fee of \$25.
7. All products sold, or materials distributed, at the event must be **family-friendly.** Any vendor selling products or distributing inappropriate materials will be immediately removed from the event and banned from future participation.
8. Vendors must supply all their **own display equipment and chairs.**
9. **Vendors who need electric hook-up should indicate this on their application form and pay the appropriate \$15 fee.**
10. Vendor set up time is **Friday, 10am-5:00pm** and **Saturday, 8:00-9:30am.** On Saturday, ALL vehicles **must** be moved to the **Parking Field** by 9:45am. **NO cars can remain in the event area.** All vendor tear down and clean-up must be completed on Saturday by 5:00pm.
11. Each vendor is responsible for **removing ALL their own trash.** This includes boxes, packaging materials, booth supplies and materials, crates, etc. In other words, any items you brought, you must take home. **Please DO make use of the on-site recycling containers 😊!!**
12. **Parking and admission to the Green Expo and the Green Craft Fair/Maker's Market area is FREE.**
13. **Public restrooms are located at the south end of the Studio School building or in the Murray Arts Building.**
14. **Failure to follow these rules will result in expulsion from the Green Expo and the Green Craft Fair / Maker's Market.**

**REMINDER: send payment and completed application to:  
Ann's Circle, Inc., c/o Annmarie Garden, P.O. Box 99, Dowell, MD, 20629.**

**QUESTIONS: t. 410-326-4640 Email: [info@annmariegarden.org](mailto:info@annmariegarden.org).**

*THANK YOU for participating in the Green Expo & Green Craft Fair / Maker's Market ---  
we hope it is a worthwhile experience for you!*