



Calvert Green Expo

Saturday, June 3, 2017, 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: May 1, 2017

Thank you for your interest in this event!

Vendor Registration Form (3 pages)

The Calvert County Citizens Green Team invites businesses, non-profit organizations, agencies, and others to register for a booth at the **Calvert Green Expo & Green Craft Fair**. The last Expo attracted over 1000 attendees and 100 vendors/exhibitors. The Expo is intended to showcase 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 below...*

Brilliant Green - \$2,500	Prominent placement of name & logo on all Expo materials, your banner headlined at Expo entrance, name & logo on 5000+ school flyers, 2 free booths at Expo, recognition during announcements and option to publish "Green Tips" in program.
Ocean Green - \$1,000	Logo on website & in program, your banner at Expo entrance, name on 5000+ school flyers, free booth at Expo, recognition during announcements and option to publish "Green Tips" in program.
Emerald Green - \$500	Logo on website & in program, your banner at Expo entrance, free booth at Expo, recognition during announcements and option to publish "Green Tips" in program.
Forest Green - \$250	Logo on website, name in program, free booth at Expo, recognition during announcements.
Going Green - \$100	Name in program, free booth at Expo, recognition during announcements.

Please email marketing@annmariegarden.org with Sponsorship questions.

VENDOR INFORMATION:

How did you hear about this opportunity? _____

Business Name _____ Contact Name _____

COMPLETE Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Email (REQUIRED!) _____

Website address: _____

About your booth - Briefly describe how your business/service has a significant green component to it:

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

Payment Information:

Do you want to increase your support of the event by becoming a sponsor?

Yes! (Please choose a level below) No thanks, just a booth for me.

Sponsorship Level Brilliant Green - \$2,500 Ocean Green - \$1,000 Emerald Green - \$500

Forest Green - \$250 Going Green - \$100

Sponsorship includes the cost of a booth – please confirm that you want one. YES NO

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

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

Payment Method: Cash Check/Money Order Visa Mastercard

 Please make checks payable to "Ann's Circle, Inc." No refunds. Returned check fee is \$25.

TOTAL AMOUNT DUE: \$ _____

Card # _____ **Exp. Date** _____ **CID#** _____

Card Billing Address: _____ **City, State, Zip** _____

Name on Card: _____ **Signature** _____

REMINDER: send payment and completed 3 page application to:
Ann's Circle, Inc., c/o Annmarie Garden, P.O. Box 99, Dowell, MD, 20629
Email: info@annmariegarden.org Fax: 410-326-4887

DOOR PRIZES – GREAT PROMOTIONAL OPPORTUNITY FOR YOUR BUSINESS

All Expo attendees receive a door prize ticket upon entry. Expo staff manages door prize awards – announced every 15-20 minutes including donor name. Please drop prizes off at the Door Prize table across from the Expo entrance and be sure to attach your business name. Note: Strong participation rate has attracted high interest.

Brief description of Door Prize: _____

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 _____

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 May 1.** Booth fees are **NON-refundable**. There is a returned check fee of \$25.
2. **Vendors must be present during the ENTIRE event, Saturday, June 3, 2017, 10am-4pm.** This is a rain or shine event.
3. **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.
4. **Each vendor is given one 10' x 10' booth and one 8' table;** all spaces are handicap accessible. 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 an extension cord be provided.
5. 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.
6. **Vendors must provide their own tent, chairs and display material.**
7. **Vendors who need electric hook-up should indicate this on their application form and pay the appropriate \$15 fee.**
8. 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.
9. 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!! 😊**
10. **Parking and admission to the Green Expo and the Green Craft Fair/Maker's Market area is FREE.**
11. **Public restrooms are located at the south end of the Studio School building or in the Murray Arts Building.**
12. **Failure to follow these rules will result in expulsion from the Green Expo and the Green Craft Fair / Maker's Market.**

QUESTIONS: t. 410-326-4640 Email: 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!