



# Exhibitor Application

## 5th Annual WILTON GO GREEN Festival

### SUNDAY, MAY 3, 2015 11am to 4pm

This form along with a check and your insurance document must be received by April 1, 2015. After April 1st a late fee of \$100 will apply.

#### EXHIBITOR INFORMATION

Organization or company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Facebook \_\_\_\_\_ Twitter: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**FEE SCHEDULE.** Fee includes one 10 X 10 space, a 6 foot table and 2 chairs. In the appropriate box, please indicate how many exhibit spaces you would like. Please note: Electricity is not available at this event.

<input type="checkbox"/> No charge <i>(donation welcome)</i>	Community based non-profit no sales
<input type="checkbox"/> \$25	Community based non-profit with sales
<input type="checkbox"/> \$25	State based non-profit
<input type="checkbox"/> \$100	National non-profit
<input type="checkbox"/> \$50	Sole proprietor business (No employees or contractors)
<input type="checkbox"/> \$100	Small business (2-5 employees)
<input type="checkbox"/> \$150	Medium business (6-9 employees)
<input type="checkbox"/> \$350	Large business (10-15 employees)
<input type="checkbox"/> \$500	Corporation (16+ employees)

**CATEGORY.** Please check which best describes the nature of your company/organization.

- Sustainable building/energy
- Sustainable local food
- Sustainable transportation
- Sustainable water management/  
land management
- Sustainable waste management/  
recycling
- Food court vendor
- Other

Ten word description of booth/exhibit/activity content: \_\_\_\_\_

I would like to contribute to the Silent Auction.

Item \_\_\_\_\_ Value: \$ \_\_\_\_\_

**SPONSORSHIP and DONATIONS.** Promote your business and support local sustainability efforts to local community members at Wilton Go Green Festival. Please see descriptions below.

- Title \_\_\_\_\_
- Emerald \_\_\_\_\_
- Gold \_\_\_\_\_
- Silver \_\_\_\_\_
- Wilton Business Supporter \_\_\_\_\_
- Town Greener \_\_\_\_\_
- Sustainable Friend \_\_\_\_\_
- Conservation Partner \_\_\_\_\_
- Recycler \_\_\_\_\_
- Other Amount \_\_\_\_\_

**TITLE - \$5,000**

Naming rights to the festival  
Featured in WGGF press release  
Guaranteed electricity  
Featured signage at festival  
PRIME, expanded exhibit space – 10' x 20'  
Logo and link on WGGF website  
Listed as exhibitor with link to URL

**GOLD - \$1,500**

Featured signage at festival  
Featured in WGGF press release  
Guaranteed electricity  
PRIME, expanded exhibit space – 10' x 20'  
Logo and link on WGGF website  
Listed as exhibitor with link to URL

**Wilton Business Supporter - \$150**

Wilton Business Supporters will be recognized at the Wilton Go Green Festival with special signage listing all contributing businesses. Wilton Business Supporters will also be recognized on the Wilton Go Green Festival website.

**EMERALD- \$2,500**

Naming rights to an exhibition area or festival event  
Featured in WGGF press release  
Guaranteed electricity  
Featured signage at festival  
PRIME, expanded exhibit space – 10' x 20'  
Logo and link on WGGF website  
Listed as exhibitor with link to URL

**SILVER - \$1,000**

Signage at festival  
Included in WGGF press release  
PRIME, exhibit space – 10' x 10'  
Logo and link on WGGF website  
Listed as exhibitor with link to URL

**COMMUNITY DONOR LEVELS**

Community Donors will be listed on the Wilton Go Green website.  
\$500 Town Greener  
\$250 Sustainable Friend  
\$100 Conservation Partner  
\$25 Recycler  
under \$25

**INSURANCE.** A certificate of insurance (naming Wilton Go Green, Inc, The Town of Wilton, Wilton Center Development LLC, Wilton Library Association and Bank of America their officers, agents, employees, and servants, as additional insured) is due upon submitting contract. No application is complete without an insurance document. **Please see following page for details.**

**PAYMENT**

Exhibitor fee, from category checked above \_\_\_\_\_  
Sponsorship or Donation \_\_\_\_\_  
**Total enclosed** \_\_\_\_\_

Please make checks payable to **Wilton Go Green, Inc.** Completed application, check and insurance form should be mailed to **WGGF, P.O. Box 7652, Wilton, CT 06897.** Applications accepted on a space-available basis. Wilton Go Green reserves the right to reject any application. Please note: This is a rain or shine event. You are strongly urged to provide your own 10x10 tent.

**Any questions, please contact Daphne Dixon, 203-536-4695 or daphnedixon@mac.com**

# Exhibitor Insurance Requirements

## 5th Annual WILTON GO GREEN Festival

### SUNDAY, MAY 3, 2015

A certificate of insurance showing a minimum of \$2,000,000 aggregate/ \$1,000,000 per occurrence coverage for the following liabilities:

1. Bodily Injury
2. Property Damage
3. Products/Completed Operations

The certificate should name Wilton Go Green, Inc., PO Box 7652, Wilton, CT 06897 as the Certificate Holder.

Workers' compensation insurance will be required in accordance with Connecticut State Statutes.

If required, the Worker's Compensation and Employer's Liability limits are:

Employer's Liability Each Accident \$100,000

Employer's Liability Disease Each Employee \$100,000

Employer's Liability Disease Policy Limit \$500,000

**The following language must appear on the Certificate of Insurance under: Description Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions:**

"The certificate names Wilton Go Green, Inc., The Town of Wilton, Wilton Center Development, LLC, Wilton Library Association and Bank of America, their officers, agents, employees, and servants, as additional insured against any and all claims for bodily injury and property damage arising out of the insured's use of the facilities. Insurance coverage for the Town of Wilton shall be provided on a primary non-contributory basis."

**The policy period specified in the certificate must include the date of the event, May 3, 2015.**

**You must include the CERTIFICATE OF INSURANCE with the application and the fee.**

# Rules and Regulations

## 5th Annual WILTON GO GREEN Festival

### SUNDAY, MAY 3, 2015

- 1. ELIGIBLE EXHIBITS.** Wilton Go Green, Inc. reserves the right to determine whether any Exhibitor or product is eligible for inclusion in the Festival. This determination may be made at any time before or after the start of the Festival.
- 2. ELIGIBLE PRODUCTS.** It is the responsibility of the Exhibitor to inform the Wilton Go Green Festival of any product, service or claim that does not comply with the regulations of the FDA or any other State or Federal regulatory agency and/or is considered experimental. Exhibitor is strictly prohibited from having or selling on-site any substance or product considered illegal. All products and services to be sold must be included on the application form.
- 3. LIMITATION OF LIABILITY.** Neither Wilton Go Green, Inc., nor the Wilton Library Association, nor the Town of Wilton, nor Bank of America nor Wilton Center Development LLC, their officers, directors, agents, employees, members or volunteers assume any responsibility whatsoever for the loss or damage, including theft, to any property placed in the booth or elsewhere on the festival grounds. The Exhibitor agrees to make no claim for any reason whatsoever, including negligence, against Wilton Go Green, Inc., the Wilton Library Association, the Town of Wilton, Bank of America or Wilton Center Development LLC, their officers, directors, agents, employees, members or volunteers for loss, theft, damage or destruction of property, or for any personal injury to Exhibitor or its employees while on the festival grounds or in the festival quarters, or in the off-site parking areas.
- 4. DEFACING OF BUILDING or PROPERTY.** Exhibitors are financially responsible for any damage caused to the festival grounds or festival quarters. No painting of signs, displays or other objects is permitted in the Wilton Library. No adhesive-backed (stick-on) decals or similar items, excluding nametags, may be used in the building.
- 5. INSURANCE.** Exhibitors are responsible for obtaining their own insurance for the Festival date as required by the Town of Wilton.
- 6. EXHIBITOR CONDUCT.** Exhibitors agree to conduct themselves in a respectful, cooperative manner appropriate to the integrity of the attendees, fellow exhibitors, and Wilton Go Green Festival volunteers.
- 7. CHARACTER OF DISPLAY.** Display and storage materials must be contained within the confines of the booth space and must not interfere with adjacent exhibitors or the aisles. Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth.
- 8. CANCELLATION.** No refund will be given less than one month prior to the show date.
- 9. LEAVE NO TRACE POLICY.** The exhibitor is responsible for leaving booth spaces clean and free of trash or other materials.

**Any questions, please contact Daphne Dixon, 203-536-4695 or [daphnedixon@mac.com](mailto:daphnedixon@mac.com)**