

Exhibitor Application

7th Annual WILTON GO GREEN Festival SUNDAY, MAY 7, 2017 11am to 4pm



REQUIRED: All applications **MUST** be accompanied by insurance documents and fee. Applications without insurance and/or fee **WILL NOT BE ACCEPTED**. See page 3 for insurance requirements.

DEADLINE: Applications, insurance documents, and fee must be received by Friday, April 21, 2017. Applications/insurance received after that date may be rejected or subject to a \$100 late fee.

EXHIBITOR INFORMATION

Organization/Company Name: _____

Contact Name: _____

Phone: _____ Cell: _____

Address: _____

City _____ State: _____ Zip: _____

Facebook _____ Twitter: _____

Email: _____ Website: _____

Exhibitor Benefits. Exhibitor's receive one 10' x 10' exhibit space, a six foot table, and two chairs, Facebook post, Tweet, name and your link on the festival website. Below, please indicate how many exhibit spaces you would like at the festival.

Applications accepted on a space-available basis. Wilton Go Green Festival reserves the right to reject any application. Please note: This is a rain or shine event. You are strongly urged to provide your own 10' x 10' tent. Weights and/or stakes are required for your tent. Electricity is not available.

Food vendors and exhibitors with food samples and/or food sales: Temporary Health Permit required. Application must be submitted to the Wilton Health Department by April 21, 2017. Application fee has been waived. For additional information, visit the Wilton Health Department by clicking **HERE**.

No Charge: Grassroots/Conservation Organizations, Town of Wilton Departments, Commissions, Boards, and Wilton Public Schools: Donation encouraged!	\$100	Food Vendor – Health Dept. fee has been waived
\$75 Single person business	\$250	Private School
\$100 Business/Environmental: 2-5 Employees	\$250	Business: 6-9 Employees
	\$250	Car Dealership
	\$500	Business 10+ Employees

Please indicate how many exhibit spaces you would like: _____

Ten word description(for Social Media use): _____

I would like to contribute to the Silent Auction. Each item must be valued at \$25 or greater.

Item _____ Value: \$ _____

Item _____ Value: \$ _____

Exhibitor Application – continued

7th Annual WILTON GO GREEN Festival

SPONSORSHIPS AND DONATIONS Promote your business and support local sustainability efforts at Wilton Go Green Festival.

- TITLE—\$5,000** Naming rights to the Festival. Featured on event poster and flyer. 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.
- EMERALD—\$2,500** Naming rights to an exhibition area or festival event. Featured in WGGF press release. Featured signage at Festival. PRIME, expanded exhibit space – 10' x 20'. Included on flyer and poster. 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. PRIME, exhibit space – 10' x 10'. Logo and link on WGGF website. Listed as exhibitor with link to URL. Listed on festival flyer and poster.
- DOG PARADE SPONSOR—\$1,000** Featured signage at Festival. Featured in WGGF press release. Exhibit space – 10' x 10' adjacent to Dog Parade start and finish. Dog parade judging opportunity. Logo and link on WGGF website. Listed as exhibitor with link to URL. Listed on festival flyer and poster.
- 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.

COMMUNITY DONOR LEVELS Community Donors will be listed on the Wilton Go Green website.

- \$500 No Idler \$25 Recycler
- \$250 Sustainable Friend Other Amount: _____
- \$100 Conservation Partner

PAYMENT

Exhibitor fee: 10' x 10' exhibit space (*Refer to page 1 for fee*) \$_____

Additional exhibit space(s): \$_____ Additional table(s): \$20 per table: \$_____

Sponsorship: (*from category checked above*) \$_____

Donations: (*from category checked above*) \$_____

Total payment due: \$_____

Please make checks payable to: **Wilton Go Green, Inc.**

Payment by Credit Card: Card #: _____ 3 digit code: _____

Exp. Date: _____ Zip Code: _____ E-mail of card holder: _____

Completed application, payment and insurance, must all be submitted together and mailed to WGGF, P.O. Box 7652, Wilton, CT 06897 or e-mailed to Daphne@wiltongogreen.org

Exhibitor Insurance Requirements
7th Annual WILTON GO GREEN Festival
SUNDAY, MAY 7, 2017

***FESTIVAL APPLICATION WILL NOT BE ACCEPTED
WITHOUT INSURANCE DOCUMENTS AND FEE.***

Town of Wilton Departments, Commissions, Boards, and Wilton Public Schools:
Exempt from insurance requirements.

Home-based business. No employees:
Certificate of Insurance Requested. Hold Harmless Required.

Businesses and Non-profits. No employees:
Certificate of Insurance Required. Hold Harmless Required.

Businesses with employees:
Certificate of Insurance Required. Workers' Compensation Certificate of Insurance Required

Instructions MUST be followed per details below—NO EXCEPTIONS:

CERTIFICATE OF INSURANCE:

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

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 Real Estate LLC and Paragon Management Group 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.”

WORKERS COMPENSATION INSURANCE:

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

Worker's Compensation and Employer's Liability limits are:

Employer's Liability Each Accident \$500,000

Employer's Liability Disease Each Employee \$500,000

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

The policy period specified in the certificate must include the date of the event, May 7, 2017.

Any questions, please contact Daphne Dixon, 203-536-4695 or daphne@wiltongogreen.org

Rules and Regulations

7th Annual WILTON GO GREEN Festival

SUNDAY, MAY 7, 2017

- 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 Real Estate LLC, nor Paragon Management Group 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 Real Estate LLC, nor Paragon Management Group 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 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 exhibit 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 space.
 - 8. CANCELLATION.** No refund will be given less than one month prior to the festival date.
 - 9. LEAVE NO TRACE POLICY.** The exhibitor is responsible for leaving exhibit space(s) clean and free of trash or other materials.
- Any questions, please contact Daphne Dixon, 203-536-4695 or daphne@wiltongogreen.org**

Hold Harmless Agreement
7th Annual WILTON GO GREEN Festival
SUNDAY, MAY 7, 2017

_____ (name/business)

of _____ (address) hereby agrees

to indemnify, defend, and hold harmless, Wilton Go Green Inc, Town of Wilton, Wilton Center Real Estate, LLC, Paragon Management Group LLC, Wilton Library Association, and Bank of America, their officers, directors, agents, employees, board and commission members, volunteers, and any other individuals representing the interest of Wilton Go Green Inc, Town of Wilton, Wilton Center Real Estate LLC, Paragon Management Group LLC, Wilton Library Association, and Bank of America from and against all claims, liabilities, suits, obligations, fines, penalties, damages, losses (to include any and all claims by persons claiming workers' compensation benefits under the laws of the State of Connecticut) and expenses (including without limitation, attorney's fees and disbursements) that may be imposed upon, incurred by, or asserted against Wilton Go Green Inc, Town of Wilton, Wilton Center Real Estate, LLC, Paragon Management Group LLC, Wilton Library Association, and Bank of America by reason of, or arising out of injuries to, or death of, persons or damage to property resulting from or occurring by reason of the acts, whether negligent, willful, or otherwise, of

_____ (name/business), and/or any of its affiliates, agents, representatives, employees, and volunteers, arising out of the participation at the Wilton Go Green Festival scheduled to take place on Sunday, May 7, 2017.

Printed Name

Title of Business

Signature: _____