

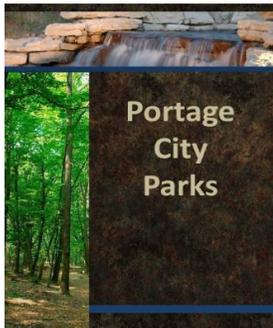


# Portage City Parks

*Exhibitor Package*



# Recycled Art in the Park – May 6-May 13, 2017



## Exhibitor/Vendor Registration



### My organization wishes to become an exhibitor/vendor:

Organization: \_\_\_\_\_

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

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

### 2. We plan on participating at the following exhibitor/vendor level:

\$75 Table plus 2 Chairs (6' table, 8' x 8' space)

\$50 Table with Activity provided (6' table, 8' x 8' space)

### 3. I will need the following for our booth (check all that apply):

White Table Drape (\$10 fee)

Do not need a table/booth

Required area for activity (list activity) \_\_\_\_\_

I will be selling recycled art (no food items), and I understand I am responsible for remitting my sales tax.

*(I acknowledge I have read the attached Exhibitor/Vendor Set-up for event rules and event tips)*

### Amount Due:

Registration \$ \_\_\_\_\_

Electrical \$ \_\_\_\_\_

Table Skirt \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

### 4. INDEMNIFICATION:

*Having signed below, as a duly appointed representative of the organization, hereby release, discharge, and covenant not to sue the City of Portage, their respective administrators, directors, agents, officers, members, volunteers, and employees, other participants, any sponsors, advertisers, and if applicable, owners and lessors of premises on which the Activity takes place, (each considered one of the "releasees" herein) from all liability, claims, demands, losses, or damages on my account caused or alleged to be caused in whole or in part by the negligence of the releasees or otherwise, including negligent rescue operations; and I further agree that if, despite this release and waiver of liability, assumption of risk, and indemnity agreement I, or anyone on my behalf, makes a claim against any of the releasees, I will indemnify, save, and hold harmless each of the releasees from any litigation expenses, attorney fees, loss, liability, damage, or cost which any may incur as the result of such claim.*

Signature \_\_\_\_\_

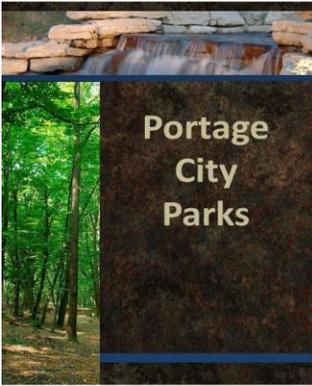
Date \_\_\_\_\_

Print Name \_\_\_\_\_

**Return this form with check payable to City of Portage:**

City of Portage, 7900 S. Westnedge Ave., Portage, MI 49024, 269-329-4522

## Recycled Art in the Park – May 6-May 13, 2017



### Exhibitor/Vendor Set-up



- Sponsors and exhibitors should be set up between 8:00-11:00 a.m. on Saturday, May 6, 2017. The area will be unsecured so take provisions to secure your exhibit and materials. This is a one-day event for exhibitors from noon-3:00.
- Each sponsor and exhibitor/vendor should check-in at the Event Registration table before setting up their booth to receive your location. A sign with your organization name will be located at your booth site.
- Aluminum, Stainless Steel, and Copper Wire sponsors can send in one item for the registration packets that will be given to each participant attending the event. The quantity given away will be 500 and can be a piece of literature or giveaway item and should be sent to: City of Portage, Parks Department, 7900 S. Westnedge, Portage, MI 49002, by Friday, April 28, 2017.
- Main sponsor booths will be sectioned off with a draped table and contain a 10' x 10' space with table for Aluminum sponsors; 8-foot booth space with table for Stainless Steel; 6-foot draped table for Copper Wire sponsors and exhibitors. We cannot accept any shipments; therefore all materials should be brought with you.
- Parking is available free at the event site.
- All work and displays must stay within your designated space, with no visible boxes or debris.
- All trash should be removed to Park receptacles, and area left spotless after the event.
- Vendor tables should be draped with a floor length cloth, or you can order one on your registration form and we will have it ready for your arrival.
- You should bring a two-wheel cart or other type of wheeled dolly to assist in transporting your materials to your booth.
- It is requested that exhibits/booths don't tear down until after 3:00 p.m. the day of the event on Saturday, May 13 to facilitate a smooth close down.
- It is suggested you have a person staff your booth all day to answer any questions from attendees.
- Some booths/exhibits may be in the sun so it is suggested to bring an awning if desired.
- No soliciting, approaching patrons, or distribution of advertising material outside of booth area.
- If you are selling items, you must have a state sales tax license and are responsible for collecting and remitting all sales tax. You must have your own insurance. This is a recycled art show and all items should be made from recycled items, no manufactured or buy/sell items will be allowed, or you will be asked to leave and forfeit exhibit fee. No food item sales.
- Sponsors, please email your logo by Friday, April 21st so a sign can be produced for your exhibit area.

**For any questions or more information contact Susan Atkinson, 269-501-5669, [sls.atkinson@gmail.com](mailto:sls.atkinson@gmail.com)**