



Montgomery GreenFest 2018  
Jesup Blair Park, 900 Jesup Blair Avenue Silver Spring MD 20910  
Saturday May 5, 2018  
11am to 4pm

## Rules and Regulations

The Montgomery County GreenFest, the largest countywide environmental festival, is expected to attract well over 1,200 attendees. The Montgomery County GreenFest will offer a variety of educational and outreach opportunities, family-oriented activities and entertainment. The event will feature concurrent presentations on energy efficiency and renewable energies, recycling and waste reduction, landscaping, sustainable transportation featuring electric vehicles, and more.

**All exhibit space will be outside. Each exhibitor will be provided 1 table and 2 chairs in an uncovered space. The event is "Rain or Shine". Exhibitors should bring their own 10' by 10' tent or receive pre-setup tent space at an additional cost. Additional tables or chairs are allowed and are the responsibility of the exhibitor/vendor.**

Submission of this application indicates you, as a participating exhibitor or vendor, are responsible for abiding to the regulations of the Greenfest Committee, the Montgomery County Government and Montgomery Parks. The GreenFest Committee and its participating members cannot be held responsible for loss or damage to merchandise or equipment or for injury.

***The GreenFest officially begins at 11 a.m. and ends at 4 p.m. Exhibitors/Vendors can enter the festival beginning at 9 am, following a preassigned entry schedule and should be set-up and ready to serve the public by 10:30 am. Exhibitors/Vendors cannot begin to breakdown until after 4 p.m.***

Exhibitors must follow guidelines as described below:

### Acceptance

- Complete application form no later than **April 13, 2018**.
- Exhibitors/Vendors will be selected on a first-come basis according to various factors including, but not limited to, variety of offering, date of application submission, new or returning exhibitor/vendor and at the sole discretion of the GreenFest committee.
- Payment must be received by **April 20, 2017** to secure your space. If payment is not paid within the allotted time frame, the space will be automatically released – no exceptions.
- No refunds.



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## Booth Space

- Each space includes one 6' table (un-skirted) and two chairs unless otherwise noted.
- Exhibitors can either bring their own 10' by 10' tent OR purchase pre-setup tented covering at an additional cost. Tented covering provided by the GreenFest must be pre-purchased and paid for with registration. No tents larger than 10' by 10' will be allowed on site without the permission of the GreenFest Committee.
- The event is RAIN or SHINE. In the case of inclement weather exhibitors and vendors will be alerted as to the status of the event no later than 24 hours prior to the start of the event.
- Additional signage or banners are permitted and must be displayed within the confines of your space. Please do not distribute literature or solicit outside of your assigned space.
- Shared booth space is allowed at no additional cost with advanced approval by the GreenFest Committee.
- Booth space number and loading schedule will be assigned prior to events to best of our ability. Special requests cannot be guaranteed.

## Arrival/Loading/Unloading

- All exhibitors/vendors will be given an arrival window based on their booth location to ensure a smooth arrival and setup.
- Exhibitors/Vendors **MUST ENTER** during booth set-up **as scheduled\***. Vendors **MUST** move vehicles within 5 minutes of unloading. Police will patrol area for security. **Any arrivals other than food trucks after 10:15 am must be made on foot.** Loading and unloading will be allowed in designated areas only. Special Parking is available for Exhibitors/Vendors.
- Each exhibitor/vendor will be assigned a location upon arriving unless otherwise noted.
- All exhibitors/vendors are responsible for their own merchandise and equipment.
- During the event, exhibitors/vendors are responsible for setting up and tearing down their assigned station no later than 4:45pm.
- Exhibitors/Vendors are responsible for keeping their area clean and are responsible for picking up any litter or garbage in that area.
- Exhibitors/Vendors need to completely clear space and take all trash, such that the booth and drop off areas are left in the same condition as they were prior to the event. Failure to properly clean space may result in not being invited to participate in future festivals.
- All personal property placed or used at the event shall be at the sole risk of Exhibitors/Vendors, and the GreenFest Committee, the Montgomery County Government and Montgomery Parks shall not be liable for any loss or damage to the Exhibitors/Vendors personal property located thereon for any reason. The Exhibitors/Vendors understand that the GreenFest Committee and Montgomery Parks do not and shall not carry liability, theft or fire insurance to cover the Exhibitor/Vendor losses therein.



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### Vendors/Taxes/Misc

- A vendor is an organization who wishes to sell products or services at the GreenFest. All activity must be confined to the booth space unless special arrangements have been made beforehand.
- Each exhibitor/vendor is responsible for its own licensing and taxation as required by law.
- **NO GENERATORS** are allowed.

### Native Plant Vendors

- All plants sold must be "native". To be classified as "native", the plants must be produced and must be native to the Chesapeake Bay watershed.
  - Exceptions to the "native" restriction, such as for food producing plants, may be considered at the sole discretion of the GreenFest committee.
- The plants must be easily carried by hand. Perennials in Quart or 1 Gallons, shrubs in 1 or 2 gallons, trees 3-7 gallon.
- Plants must be labeled by botanical name and clearly priced per pot or by same pot size.
- All plants must be fully rooted for pot size, watered and healthy.



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## Food/ Food Truck Vendors

- Vendors will be accepted according to various factors including, but not limited to, variety of offering, menu meeting with the theme and goals of the Montgomery County GreenFest, date of application submission, new or returning vendor and at the sole discretion of the Montgomery County GreenFest.
- Email will be the method for all notifications.
- The location of food trucks will be made by the Montgomery County GreenFest committee and cannot be altered without prior consent.
- Food vendor space will be approximately 2 parking spaces in size. Accommodations can be made for longer food trucks. Vendors agree to keep all of their goods, services and activities within the assigned space. Any items outside of the assigned space are subject to removal. If additional space is needed, preapproval is required.
- Vendors must provide all their own equipment: prep tables, canopy, and supplies. The Montgomery County GreenFest provides ONLY the booth space. No canopies or tents larger than 10'x12' are permitted.
- Vendors must provide their own supplies such as water, power, ice, etc.
- No Polystyrene: Polystyrene food and Styrofoam service ware and packaging are not allowed. All vendors using this will be given a non-monetary citation and risk not being offered a space in future festivals. FAQs can be found at [montgomerycountymd.gov/sws/expanded-polystyrene/](http://montgomerycountymd.gov/sws/expanded-polystyrene/)
- Food Vendors must represent that the Insurance Certificate(s) are in full force and effect and shall not be cancelled prior to the conclusion or ending date of the event.
- Each food vendor must have a Montgomery County Department of Health and Human Services Food Service License, either:
  - a [Mobile Food Service Facility License](#) of 1 year or 90 days valid until at least May 31, 2018; or
  - a [Temporary One-Day Food Service License](#)
- No food vendor will be allowed on site without a Montgomery County Department of Health and Human Service Food Service License.
- The Health Department requires that all food preparation be done on-site unless vendor utilizes an approved kitchen. If prep kitchen is outside Montgomery County, it still must be approved by the Montgomery County Health Department since food will be vended in Montgomery County. If you have questions, call the Health Department at 240-777-3986.
- If you use a deep fryer, you must put a protective covering (such as cardboard) under the area of the fryer to protect the street from the grease. There will be no dumping of cooking oil or other liquids on street or grass. Any vendors found not complying with this will not be invited to return next year.



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## CANCELLATION

The Montgomery County GreenFest occurs rain or shine. In the case of an extreme weather event or other extreme unforeseen circumstance, it is at the sole discretion of the GreenFest committee to determine if the festival will be cancelled and, if cancellation occurs, the GreenFest committee, at its sole discretion, will determine if the festival will be rescheduled. **Under no circumstances will refunds be offered nor applied to future festivals unless the GreenFest committee cancels the event.**

## LIABILITY WAIVER

I agree to indemnify and defend the Montgomery County Government, Montgomery Parks, participating member organizations of the Montgomery County GreenFest Committee, or any of the sponsoring organizations or individuals associated with the Montgomery County GreenFest (collectively, "Sponsors") from and against any loss, claims, cost, damage or liabilities of any kind, and any other expenses, resulting from claims due to vendor's or exhibitor's participation in the Montgomery County GreenFest or use of Montgomery Parks property as delineated herein. Specifically, I agree to indemnify, exculpate, defend and hold harmless the Montgomery County Government, Montgomery Parks and any Sponsors from any and all claims, including but not limited to bodily injury, property damage, liabilities, losses, damages, fines, costs, fees, and expenses including attorney's fees and costs (at both any trial and appellate levels) arising out of or in any way connected to or relating to activities upon Montgomery Parks property, including, without limitation, claims of third parties for property damage or for bodily injuries and any and all expenses or obligations including reasonable attorneys' fees and costs.

I will not hold Montgomery Parks, Montgomery County Government or any Sponsor or individuals associated with the Montgomery County GreenFest responsible for theft, accidents or liability of any kind. I will adhere to and follow the rules and regulations as stated above.

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Exhibitor/Vendor Signature

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Date

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Exhibitor/Vendor Printed Name

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Business Name

