



22nd Earth Day Exhibitor Handbook
Saturday, April 28, 2018
10 a.m. – 2 p.m.
Southdown Park
2150 Countryplace Parkway, Pearland, TX 77584

The City of Pearland and Keep Pearland Beautiful is pleased to announce the 2018 Earth Day event on Saturday, April 28, 2018 from 10 a.m. to 2 p.m. The event will be held at Southdown Park (2150 Countryplace Parkway, Pearland, TX 77584). This event is open to all and free to the public to attend. The Earth Day celebration is an outreach program designed to educate the community about their environmental responsibility. The event provides children with the opportunity to participate in educational activities teaching them about recycling, conservation and respect for the environment.

TO APPLY FOR CONSIDERATION:

A completed Vendor Application and payment (for craft vendors) must be submitted for consideration to: Keep Pearland Beautiful, ATTN: Earth Day, 5800 Magnolia Rd., Pearland TX 77584 . Completed applications can be emailed to ltollefson@mykpb.org. *The application deadline is April 12, 2018.* The KPB phone number is 281-489-2795.

METHOD OF SELECTION:

Acceptable vendors include but are not limited to any business associated with environmental education, litter prevention, beautification and community greening, recycling, and waste reduction. Keep Pearland Beautiful can only accept a limited number of vendors. All vendors will present an activity or game that has an environmental theme, call KPB for ideas. Exclusivity is not guaranteed; however, every effort will be made to prevent an overabundance of similar products or services from being promoted or advertised. Vendors will be selected on a first come basis.

NOTIFICATION OF ACCEPTANCE:

Applicants will be notified of acceptance via email upon receipt of application. If it is determined we cannot accommodate your business/group as a vendor, your application and payment will be returned to the address listed on the application via U.S.P.S. within 10 business days of receipt. The Special Events Division reserves the right to determine or select qualified applications. *THIS IS ONLY AN APPLICATION. COMPLETING AN APPLICATION DOES NOT GUARANTEE ACCEPTANCE.*

BOOTH FEE:

There are no fees for non-profit organizations.

DEFINITION OF NON-PROFIT VENDOR:

A non-profit vendor is a vendor that plans to participate in this Earth Day Celebration Event as a method to market its organization and will not make profit or sell merchandise during the event.

BOOTH SPACE/LOCATION:

Booth space will consist of 100 square feet of operational space (10' x 10' space). Booth location is determined by Keep Pearland Beautiful and Parks & Recreation Special Events Division and is non-transferable.

EQUIPMENT/ELECTRICITY:

Vendors are responsible for providing all equipment, including canopies (10'X10'), tables, chairs, etc. There is no electrical access available. Upon approval of Keep Pearland Beautiful and City of Pearland Special Events Staff, vendors may be allowed to bring their own generator.

DECORATIONS:

All decorations must be tasteful and reflect the theme of the event. Decorations must be within boundaries of allotted booth space. All decorations must be flame retardant and meet fire code regulations. Helium balloons and confetti are not allowed. The ground, pavement, walls, poles, etc., surrounding booth space must not be damaged or defaced in any way. If vendor damages any event property, in any way (nails, staples, paint, etc.), vendor agrees to pay damages therein.

MARKETING/PROMOTION:

Vendors will also have the opportunity to promote your company/business on-site with coupons, menus, promotional materials and name-identified uniformed employees. Vendors agree that all marketing and promotional material will be distributed ONLY from assigned booth location. No member of the organization is to distribute information verbal or printed more than five (5) feet from the assigned booth space. Violating this policy will cause your organization to be dismissed from the event grounds without a refund. In addition, your organization will not be allowed to participate in future City sponsored events.

ITEMS/SERVICES:

Keep Pearland Beautiful and the City of Pearland reserve the right to deny the promotion of any particular item or service. In such an instance, the vendor will be contacted to discuss alternatives. Exclusivity is not guaranteed; however, every effort will be made to prevent an overabundance of similar products or services from being promoted. Booth space is for promotional purposes; vendors are asked not to sell product during the event. Food and beverage items including candy are prohibited giveaways at this event. All food and beverages will be restricted to a pre-determined food court area.

VENDOR BEHAVIOR:

Vendors agree to behave in a professional manner or be dismissed from the event grounds without a refund. Any vendor suspected of alcohol or drug usage during the event, set-up or take-down will be dismissed from the event without a refund. Excessive complaints (two or more) from event participants, staff, or patrons will result in dismissal from the event grounds without a refund. In addition, your organization will not be allowed to participate in future City sponsored events.

EVENT HOURS:

Vendor agrees to operate throughout all hours of the event and agrees to remain in booth until official closing time. **If vendor arrives past the specified set-up time for the event, vendor will not be allowed admittance. If a vendor does not show up on the day of the event this will result in a forfeit of the booth fee.**

GENERAL SUPERVISION:

Vendor is an independent contractor and retains the sole right to control and/or direct the manner in which the services described herein are to be performed and details of all work performed by the vendor, its employees and representatives. Subject to the foregoing, Keep Pearland Beautiful and the City of Pearland Special Events Division retains the right to inspect the progress of the work performed by the vendor. City of Pearland has the limited right to stop the work, to prescribe alterations and generally oversee the work only to insure its conformity with that specified herein. The City of Pearland's general oversight is in no way intended to assume control or to direct the details of the vendor's work, which duties remain solely with the vendor.

DISCLAIMER:

The event will be held to the best abilities of the City of Pearland Special Events Division Department and Keep Pearland Beautiful. The City of Pearland and Keep Pearland Beautiful make no representation as to the number of potential event attendees and assumes no liability for any financial loss due to vendor's operation at the event.

INDEMNITY:

VENDOR SHALL PROTEST, DEFEND, INDEMNIFY AND HOLD THE CITY OF PEARLAND & Keep Pearland Beautiful AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES FREE AND HARMLESS FROM ANY AND ALL CLAIMS, DEMANDS, CAUSES OF ACTION, SUITS OR OTHER LITIGATION (INCLUDING ALL COSTS THEREOF AND ATTORNEY'S FEES) OF EVERY KIND AND CHARACTER ARISING AGAINST THE CITY OF PEARLAND AND ALL THEIR RESPECTIVE OFFICERS, DIRECTORS, EMPLOYEES AND AGENTS, THE EVENT SPONSORS AND THEIR AFFILIATES OR ANY THIRD PARTY (INCLUDING BUT NOT LIMITED TO, PERSONNEL FURNISHED BY VENDOR OR ITS VENDORS AND SUBCONTRACTORS OF ANY TIER) ON ACCOUNT OF BODILY INJURY (INCLUDING DEATH) OR DAMAGE TO OR LOSS OF PROPERTY IS CAUSED BY THE NEGLIGENCE, GROSS NEGLIGENCE, WILLFUL ACTS OR CONDUCT AND/OR STRICT LIABILITY OF VENDOR, ITS VENDORS OR SUBCONTRACTORS OR ANY OF THEIR RESPECTIVE OFFICERS, DIRECTORS OR EMPLOYEES, OR ANYONE OR MORE OF THEM IN CONNECTION WITH THE EVENT.