



February 2016

The City of Sunnyvale – Department of Library and Community Services is pleased to invite your organization to participate in our annual Fit & Fun Fair. This is a free, fun-filled community event that promotes health, wellness, safety, and community service in Sunnyvale. The event is scheduled for Saturday, April 30, 2016 from 11:00 a.m. to 3 p.m. at the Columbia Neighborhood Center, 785 Morse Ave., Sunnyvale. This is a wonderful opportunity to provide community outreach to over 1,500 residents, network with other organizations and showcase the wonderful work that you do!

Please find the Exhibitor Registration Form and Agreement attached as well as a FAQ sheet that may answer any questions that you have. Space is available first come, first served and there is no fee or deposit required to participate. To reserve a space for your organization, fill out the attached Exhibitor Registration Form and Agreement. Be sure to indicate if you will require any special accommodation under "Exhibitor Preferences." We will do our best to accommodate all requests.

**The deadline to register is Friday, March 25, 2016.**

**Fair attendance and participation policy:**

As outlined in the attached Agreement Form, exhibitors are expected to arrive by 10:15 a.m. to allocate time to secure parking, unload, check in at the Exhibitor Registration Booth and set up your table display. Your organization should remain at the fair from 10:15 a.m. – 3 p.m. Many attendees can only attend the fair toward the end of the day, and we want their experience to be just as informational and engaging as those who come earlier. Should your company or organization be unable to attend, you must provide a written notification no later than April 8.

**Health Screenings:**

If your organization would like to provide health screenings or assessments at the fair, they must be provided free of charge. Also, insurance documentation is **required** of ALL organizations that wish to provide health screenings, assessments or personal health information of any type to fair participants. See Exhibitor Agreement for all insurance requirements.

I sincerely hope that you will join us in April for the 2016 Fit & Fun Fair. Please do not hesitate to contact me using the information below should you have questions about this event.

Sincerely,

A handwritten signature in black ink, appearing to read "Rene Huerta".

Rene Huerta  
Community Services Coordinator II, Youth and Family Resources  
City of Sunnyvale, Department of Library and Community Services  
Email: rhuerta@sunnyvale.ca.gov  
Phone: 408-730-7355  
[FitandFunFair.inSunnyvale.com](http://FitandFunFair.inSunnyvale.com)



# 2016 EXHIBITOR Registration

## EXHIBITOR INFORMATION

Organization/  
Business Name:

Select One:  Non Profit Agency  Business  Public Agency  City of Sunnyvale Dept.

Address:

City:

State:

Zip Code:

Organization's  
Website:

Contact Person:

Job Title:

Email:

Telephone:

## EXHIBITOR WILL PROVIDE (CHECK ALL THAT APPLY)

INFORMATION

Describe in detail the type of information you will offer:

FAMILY/CHILDREN'S ACTIVITY

Describe in detail the type of activity:

HEALTH SCREENING/ASSESSMENT

Describe in detail the type of screening:

INSURANCE DOCUMENTATION attached.  
**Insurance certificates are required if you are offering any HEALTH SCREENINGS. See Exhibitor Agreement on reverse side.**

## EXHIBITOR PREFERENCES

**All exhibitors will be provided:**

- 1 uncovered table
- 2 chairs (maximum)

**Sponsorship Opportunities available!**

I would like to learn more about how I can sponsor this year's fair.

**I will bring:**

My own tent or canopy.  
Canopy cannot exceed 10x10

A trailer or mobile unit which will require additional space. Please indicate size of the unit:

**I am requesting:**

Electricity – Extremely limited access on site.  
Exhibitor will be responsible for supplying their own extension cord.

A table next to:

Other – Please describe:

**Spaces will be allocated based on application submission. No guarantees.**

## ALL FORMS ARE DUE FRIDAY, MARCH 25, 2016

Please submit exhibitor registration, exhibitor agreement and insurance documentation (if required) as one complete packet. All incomplete forms will be **DECLINED AND RETURNED** to you.

**Be Green! Email packet to: [fitandfunfair@sunnyvale.ca.gov](mailto:fitandfunfair@sunnyvale.ca.gov) or Fax: 408-523-8158**

You may also mail completed documentation to: **City of Sunnyvale, Columbia Neighborhood Center**

**785 Morse Avenue, Sunnyvale, CA 94085-3010**

**Attn: René Huerta**

For Internal Use Only:  Date Forms Received \_\_\_\_\_  Confirmation Sent \_\_\_\_\_  Declined: Incomplete Forms/Lack of Insurance



# 2016 EXHIBITOR Agreement

I hereby agree to participate in the 2016 City of Sunnyvale Fit & Fun Fair ("Fair") to be held on the grounds of Columbia Neighborhood Center, 785 Morse Ave., Sunnyvale on Saturday, April 30, 2016 and will set up no later than 10:15 a.m. and remain at the event until 3:00 p.m.

Should my company/organization be unable to attend, I agree to provide a written notification no later than **April 8, 2016**.

The City of Sunnyvale reserves the right to limit the number of any type of exhibitor and to decline any registration that does not support the mission or purpose of the event. The city reserves the right to deny late registration forms or changes in accommodations requested upon registration. If you are bringing your own tent, table and/or seating, you agree that all items are stable, in good working order and will be properly secured.

The undersigned agrees to not offer bottled water, balloons, candy, sugary beverages or food products and to not sell any products of any kind or solicit any form of payment from attendees at the event. Sunnyvale Municipal code does not permit polystyrene foam food ware or the use of single-use carryout plastic bags.

In consideration of acceptance as an exhibitor, vendor or concessionaire, the undersigned hereby waives any right which he/she may now have or may have in the future for injuries or damage occurring or caused by being a participant and does hereby release the City of Sunnyvale, the Sunnyvale School District and the Columbia Neighborhood Center and any other person or entity having ownership, control or possession of grounds during the Fair for any claim, demand, suit or cause of action whatsoever, for any damage or injury occurring to the undersigned and arising out of participation at the Fair. Undersigned shall indemnify and hold harmless the City of Sunnyvale and the Sunnyvale School District and its officers, officials, employees and volunteers from and against all claims, damages, losses and expenses, including attorney fees, arising out of participation in the Fair, caused in whole or in part by any negligent act or omission of the Undersigned, its employees or its agents, except where caused by sole negligence or willful misconduct of City of Sunnyvale or Sunnyvale School District.

**✦ FOR EXHIBITORS THAT PLAN TO PROVIDE HEALTH SCREENING SERVICES ✦**

All health screenings must be provided free of charge. The following insurance documentation is required of ALL exhibitors that wish to provide health screenings, assessments or personal health information of any type to fair participants:

1. **Evidence of Commercial General Liability** or professional liability with limits no less than \$1 million per occurrence
2. **An Additional Insured Endorsement** listing The City of Sunnyvale and the Sunnyvale School District and, its officials, employees, agents and volunteers as additional insured.

**NOTE:** Your registration will not be processed without **BOTH** valid insurance certificates. **SEPARATE CERTIFICATES ONLY, do not simply list endorsement within #1.**

**Signature of Company/Organization Representative** \_\_\_\_\_

**PRINT Name of Representative** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company/Organization Name** \_\_\_\_\_

**ALL FORMS ARE DUE FRIDAY, MARCH 25, 2016**

Please submit Exhibitor Registration, Exhibitor Agreement and insurance documentation (if required) as one complete packet. All incomplete forms will be DECLINED AND RETURNED to you.

Email questions to [fitandfunfair@sunnyvale.ca.gov](mailto:fitandfunfair@sunnyvale.ca.gov).



## 2016 EXHIBITOR Frequently Asked Questions

Q1: **What do I need to turn into the City to secure a table at the 2016 Fit & Fun Fair?**

A: You must submit the following:

1. Exhibitor Registration Form
2. Exhibitor Agreement
3. Insurance Documentation **if health screening will be provided**. See Exhibitor Agreement for specific details of insurance requirements.

Please submit as one complete packet. **Packets are due no later than Friday, March 25, 2016.**

Q2: **Is the Fair an outdoor event?**

A: Yes, the fair is held outdoors, on the grounds of the Columbia Neighborhood Center/Columbia Middle School and is held rain or shine. We suggest that you bring paperweights or rocks to hold down your materials/papers as it is usually windy on the day of the event. Prepare for sunny and/or windy conditions by bringing sunscreen, hats and wearing jackets.

Q3: **Can we rent booths? Can we bring our own tent?**

A: The city cannot provide booth rentals for exhibitors. You may bring your own pop up tent or canopy, no larger than 10' x 10'. You are responsible for setting it up and making sure it is properly secured.

Q4: **How many chairs will we have and how long are the tables? Can I bring my own?**

A: You will be provided an 8' covered table and a maximum of two folding chairs. You are welcome to bring your own table and chairs, however your exhibition area can be no larger than 10'x10'. This does not apply to mobile units, sports clinics/demonstrations and health screening exhibitors. If you require extra space for a mobile unit, please provide size of the unit on your Exhibitor Registration Form.

Q5: **How many people do you expect to attend and what ages are represented?**

A: We anticipate over 1,500 attendees of all ages. If available, please bring bilingual materials for your table.

Q6: **What is the check in process on the day of the event?**

A: **Please plan on arriving by 10:15 a.m.** in order to secure parking, have enough time to unload, check in at the Exhibitor Check In Booth, set up a tent if you are bringing one, and organize the items on your table.

Q7: **Do I need to check out?**

A: Yes, your organization must check out at the end of the fair and indicate the time of check out. As outlined in the Exhibitor Agreement, your organization should remain at the fair from 10:15 a.m. – 3 p.m. Many attendees can only attend the fair towards the end of the day, and we want their experience to be just as informative and engaging as those who come earlier.

Q8: **Will we have access to electricity at the fair?**

A: Unfortunately, there is extremely limited electrical access on site. Please indicate any need for electricity on your Exhibitor Registration Form. We will make every effort to place your table accordingly; however there are no guarantees and spaces will be allocated based on application submission date and as

available. You are responsible for providing your own extension cord. Due to noise and odors, please do not bring a generator.

**Q9: What are examples of items that I CANNOT distribute?**

A: This event promotes health and wellness and we ask that you do not hand out candy or other items that do not support the health of participants. Balloons are not allowed. Note that Sunnyvale Municipal Code does not permit the use of polystyrene foam foodware or single-use, disposable plastic bags, Please do not bring food or drink items for distribution or sale to the event, as we will offer the public, permitted food items pre-approved by the City of Sunnyvale and Santa Clara County Department of Environmental Health.

**Q10: How can I help make this a Green event?**

We also strive to have a green event. Avoid mass distribution of handouts (printed material). Instead, make the printed material or presentation available electronically should people prefer to browse your information online or via email. If you do have printed material available, print on both sides and print on the highest post-consumer paper possible with a minimum of 30% post-consumer content. Avoid distributing giveaways that are individually packaged, as this can lead to litter discarded on school grounds.

**Q10: Will you have food available for the exhibitors?**

A: Food will be available for purchase at the food truck(s), which may only accept cash. You may also bring a bag lunch if you cannot leave your booth or table. Water will be available for everyone. Remember to bring your reusable water bottle.

**Q11: Do you have any decorating ideas for exhibitor tents/tables?**

A: We encourage you to bring colorful signs/display pieces. Use decorations and display items that can be recycled or reused. Tables will be covered with a reusable plastic covers, but you may bring your own table cover, banner or posters to attract people.

**Q12: Do you have ideas for a family/children's activity for my tent/table?**

A: In the spirit of engaging our young fair visitors, all exhibitors are encouraged to have a child friendly activity at their table. An example would be a craft or game that teaches children about wellness or safety. Safety bingo wheels, nutrition themed coloring pages, and opportunities to win prizes have been enjoyed by children at other City events.

**Q13: What if my organization needs to cancel?**

A: A written cancellation notification must be submitted **no later than Friday, April 8, 2016**. Notifications should be emailed to [fitandfunfair@sunnyvale.ca.gov](mailto:fitandfunfair@sunnyvale.ca.gov) or mailed to the Columbia Neighborhood Center, Attn: R. Huerta, 785 Morse Avenue, Sunnyvale, CA 94085.

**Q14: If I have questions after reviewing all FAQ's, who do I contact?**

A: You may contact Rene Huerta, City of Sunnyvale – Community Services Coordinator, Youth and Family Resources via email at [fitandfunfair@sunnyvale.ca.gov](mailto:fitandfunfair@sunnyvale.ca.gov) or (408) 730-7355. Messages will be checked periodically until the start of the fair. You may visit [FitandFunFair.inSunnyvale.com](http://FitandFunFair.inSunnyvale.com) for additional event details. Mailing address is: Columbia Neighborhood Center, 785 Morse Avenue, Sunnyvale, CA, 94085.