



2015 City of Sunnyvale Fit & Fun Earth Day Fair

Exhibitor Registration Form

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:

Describe in detail the type of information, health screening and/or family/children's activity you would like to offer. Attach additional pages if necessary. **Insurance certificates are required if you are offering any HEALTH SCREENINGS.** See Exhibitor Agreement.

INDICATE YOUR EXHIBITOR PREFERENCES

**All Exhibitors will be provided:
1 uncovered table
and 2 chairs (maximum)**

I will bring my own tent
or canopy.
Cannot exceed 10x10

I am requesting:

Additional space for a trailer or mobile unit

Other (electricity, etc.):

ALL FORMS ARE DUE FRIDAY, MARCH 27, 2015

Checklist of 3 items to submit. Incomplete documentation will be declined.

1. Completed Exhibitor Registration Form
2. Signed Exhibitor Agreement
3. Insurance Certificates are required ONLY if providing health screenings/assessments (see Exhibitor Agreement)

HOW TO RETURN YOUR EXHIBITOR FORMS

Be Green! Email your forms to fitandfunfair@sunnyvale.ca.gov Forms may be faxed to (408) 523-8158 or mailed via USPS.

You may mail completed and signed documentation to:

City of Sunnyvale, Columbia Neighborhood Center

785 Morse Avenue, Sunnyvale, CA 94085-3010

Attn: Alicia Gilliam

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

Form 1 of 2: COMPLETE AND RETURN BOTH



2015 City of Sunnyvale Fit & Fun Earth Day Fair

Exhibitor Agreement

I hereby agree to participate in the 2015 City of Sunnyvale Fit & Fun Earth Day Fair ("Fair") to be held on the grounds of Columbia Neighborhood Center, 785 Morse Ave., Sunnyvale on Saturday, April 25, 2015 and will set up no later than 9:15 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 2, 2015**.

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 and the completed Registration Form and Exhibitor Agreement. **SEPARATE CERTIFICATES ONLY, do not simply list endorsement within #1. All incomplete forms will be DECLINED AND RETURNED** to you. Submit all documentation as one complete packet only. Email your questions to fitandfunfair@sunnyvale.ca.gov

Signature of Company/Organization Representative _____
PRINT Name of Representative _____ **Date:** _____
Company/Organization Name _____

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