



# EXHIBITOR APPLICATION Non-Profit Organizations



## e4 Sustainability Summit 2012

West Palm Beach Green Market at the Waterfront Commons  
Saturday, February 25, 2012, 8am - 2pm

Applications may be completed by mail, email ([sustainability@wpb.org](mailto:sustainability@wpb.org)), or dropped off at the West Palm Beach Office of Sustainability. The Office of Sustainability is located at 401 Clematis St., 4<sup>th</sup> floor, West Palm Beach City Hall. Business hours are 8:30 am – 4:30 pm, Monday – Friday (except holidays).

**Deadline for ALL applications is Thursday, January 26, 2012.**

**ATTN: A completed application requires that Steps 1 – 4 are filled out, and Step 5 is signed and the original mailed to:**

City of West Palm Beach  
Office of Sustainability  
P.O Box 3366  
West Palm Beach, FL 33402-3366

Please address questions to 561-804-4994 or [sustainability@wpb.org](mailto:sustainability@wpb.org). Visit [wpb.org/e4](http://wpb.org/e4) for additional information.

### Step 1: EXHIBITOR INFORMATION (please print)

Company/ Organization \_\_\_\_\_

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

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

E-mail (required for confirmation) \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Website \_\_\_\_\_

Emergency Contact Name/No. \_\_\_\_\_

I will sell Yes No, If yes, what? \_\_\_\_\_

**\*\*Please describe below what you will be presenting/promoting at your booth space. If you are planning on incorporating an activity for kids/adults/or both please include in description.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Step 2: EXHIBITOR CRITERIA

Exhibitors may only display, promote or describe products, methods or services that meet the listed criteria on the following page, with the exception being a non-conforming product used to highlight the green/sustainable qualities of the conforming product. *Non-sustainable samples or gifts that do not meet our criteria cannot be given out by the exhibitors, including plastic bags.*

All exhibitors' applications will be reviewed by the E4 Committee. Applications that are not accepted will be notified by email. Reasons for not being accepted:

- Company and/or service does not meet one of the green requirements below.
- Spaces are full for category and/or space available at site location.
- Application is NOT complete.

To qualify as an exhibitor please check the boxes below that indicate the product and/or service your company will be representing.

- |  |   |
|--|---|
| <input type="checkbox"/> Energy efficient                | <input type="checkbox"/> Renewable energy                   |
| <input type="checkbox"/> Reduces/reuses/recycles waste   | <input type="checkbox"/> Improves air quality               |
| <input type="checkbox"/> Fair Trade                      | <input type="checkbox"/> Forest Stewardship Council         |
| <input type="checkbox"/> Healthier or non-toxic          | <input type="checkbox"/> Locally/regionally produced        |
| <input type="checkbox"/> Green Building/Construction     | <input type="checkbox"/> Conserves water                    |
| <input type="checkbox"/> USDA Organic                    | <input type="checkbox"/> Environmental education/protection |
| <input type="checkbox"/> Eco-Art/Eco-fashion             | <input type="checkbox"/> Green Careers/Education            |
| <input type="checkbox"/> Other(s), please specify: _____ |   |

### Step 3: FEES

The booth fee for Non-profit organizations is **FREE**. Upon receipt of application (including Step 5: Release Form being received by our office), you will be contacted to confirm your acceptance as an exhibitor in the following weeks.

### Step 4: EXHIBITOR INFORMATION, RULES, & REGULATIONS

**BOOTH SPACE:** Space is limited and will be assigned as completed application and approvals are made. A waiting list will be maintained. Space assignment and information will be sent to you prior to February 15, 2012.

<b>Exhibit Set Up:</b>	<b>Saturday</b>	<b>6:00 AM - 7:30 AM</b>
<b>Exhibit Area Hours:</b>	<b>Saturday</b>	<b>8:00 AM - 2:00 PM</b>
<b>Exhibit Breakdown:</b>	<b>Saturday</b>	<b>2:00 PM - 4:00 PM</b>

#### DISPLAY AND ADDITIONAL ITEMS:

- Display space includes a six-foot table and one chair. Any additional items must be pre-approved and may require an additional cost. Space will tentatively be located around the Lake Pavilion on the Waterfront Commons.
- The exhibitor's area must be open and fully staffed during event hours.
- Exhibitors may not dismantle their booth prior to the close of the event.
- Exhibitors are not permitted to solicit or distribute products outside of their booths.
- Exhibitors are strictly prohibited from selling their assigned space to another company and/or individual or share their booth with any non-applicant.
- Exhibitors may only display, promote or describe products, methods or services that meet the listed criteria, with the exception being a non-conforming product used to highlight the green/sustainable qualities of the conforming product.
- Exhibitors may not sell edible products without prior approval of the event manager.

## Step 5: EXHIBITOR RELEASE

1. In consideration for the acceptance of the Exhibitor application, I have read and understand the exhibitor information above and I agree to the enforcement of all policies, rules, and regulations of the 2012 e4 Sustainability Summit and City of West Palm Beach. I understand that failure to abide by stated rules and regulations allows the City of West Palm Beach the right to ask me to leave. I understand that in such circumstance, my Exhibitor Fees will not be refunded. The City of West Palm Beach also reserves the right to refuse any exhibitor application not meeting event criteria.
2. I acknowledge that the information supplied is correct and that I agree to only display, promote and/or describe products or services that meet these criteria. I agree to sell only those products approved by City of West Palm Beach Sustainability staff. I assume liability for the soundness and safety of any product I sell and agree to indemnify, defend and hold harmless the City of West Palm Beach for any claims arising out of such products.
3. I acknowledge full responsibility for all my activities and actions at the e4 Sustainability Summit and for those employed or assisting me and I agree to defend, hold harmless and indemnify the City of West Palm Beach and the e4 Sustainability Summit from any liability, cost, damage or expense which arise from my, my employee's or my agent's involvement and operation in the e4 Sustainability Summit or use of the exhibitor's space. Nothing contained in this release shall be deemed to affect the rights, privileges and sovereign immunities of the City of West Palm Beach as set forth in Section 768.28, Florida Statutes.
4. I will always act professionally with customers, e4 Sustainability Summit management/staff and fellow vendors. Failure to do so may result in removal from the Summit and may prohibit future participation at the West Palm Beach e4 Sustainability Summits.
5. I voluntarily assume all risk of loss, damage, or injury, including death that may be sustained by me or my property in connection with this Summit. By my signature I release the City of West Palm Beach and its employees or agents from any liability for negligent acts or omissions for the duration of the event. I am fully aware of the risks and hazards of participating in this event and elect voluntarily to engage in such activity.
6. I understand the exhibitor space fee shall not be refunded in the event that I do not attend or if all or part of the show is cancelled due to fire, calamity or any other act of nature, public enemy, strikes, statutes or ordinances or any legal authority or any cause beyond the control of the City of West Palm Beach.
7. I agree that City of West Palm Beach may have unlimited use of any photographic medium that contains my likeness or image in any publication for publicity or commercial purposes.
8. Additionally, I understand that the City of West Palm Beach makes reasonable attempts to attract qualified attendees to this event, but does not guarantee specific volumes or attendance levels.

Company \_\_\_\_\_

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_