



**August 3, 2019**

Dear Friends of The Watershed Institute,

We are pleased to invite you to join us at the 19<sup>th</sup> Annual Butterfly Festival. It will be held at The Watershed Institute, August 3<sup>rd</sup>, 2019 from 10:00 a.m. to 4:00 p.m., rain or shine. We are now accepting applications from vendors, exhibitors and sponsors.

The Butterfly Festival is our largest annual educational and community event. The family-oriented event attracts more than 2500 visitors and includes activities and demonstrations that highlight the environment and nature.

Preference will be giving to local vendors who exhibit planet-friendly choices that support sustainable living. We encourage local artists, craftsmen and retailers to provide recyclable, reusable and locally sourced goods and services. We reserve the right to limit types or vendors that do not align with our mission.

Vendors and exhibitors must bring a table, chairs, and tent per 10 X 10 space purchased.

If you are interested in being a sponsor, vendor, exhibitor or providing a program, please complete the form attached by **July 1, 2019** and return it to The Watershed Institute, 31 Titus Mill Rd., Pennington, NJ 08534. If you have any questions feel free to contact me at [smoran@thewatershed.org](mailto:smoran@thewatershed.org).

Thank you,

Suzanne Moran  
Event Planner

The Watershed Institute  
31 Titus Mill Road  
Pennington, NJ 08534

# Butterfly Festival

Saturday, August 3, 2019 10:00 a.m. to 4:00 p.m.

*The Watershed Institute*  
**A RAIN or SHINE EVENT**

## Vendor Application

Registration Fees: \_\_\_\_\_ Exhibitors-Complimentary  
\_\_\_\_\_ \$ 25.00 Non-profit organizations  
\_\_\_\_\_ \$ 60.00 Crafters & Home Based Business  
\_\_\_\_\_ \$ 100.00 Commercial Retailers  
\_\_\_\_\_ Sponsor- includes vendor space - see attached

Enclosed is my check or money order payable to "The Watershed Institute "in the amount of \_\_\_\_\_ for \_\_\_\_\_ a 10' x 10' space. If you require additional space, please contact us.

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please describe your wares/exhibit/booth goals: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Due to limited space and past years' response, availability is not guaranteed. We encourage an interactive theme or activity if possible. The more creative the booth, the more likely your organization will be selected for this FUN event. For information: Contact Suzanne at smoran@thewatershed.org*



**The Watershed Institute**  
31 Titus Mill Road,  
Pennington, NJ 08534  
Phone: 609-737-3735 ext. 28  
[www.thewatershed.org](http://www.thewatershed.org)

## **Watershed Butterfly Festival**

Saturday, August 3, 2019

10:00 a.m. to 4:00 p.m.

### **Vendor Information**

- Set up for vendors begins at 8:30 a.m. Vehicles will be allowed to drop off only! Please be prompt and have the Parking Permit that will be sent to you on the vehicle's dashboard for entry. No cars will be allowed on the grass after 9:45 and vendors must promptly move their car/truck to the designated lot. Vendors must remain set up at the festival until 4:00 pm.
- All participants are responsible for providing, setting up and removing their own tables, chairs, equipment and disposing of trash. The Watershed Institute does not supply tables for vendors. Pop-up tents are permitted, even encouraged, but must not extend beyond the space or create a hazard for pedestrians.
- Cleanup begins at 4:00 p.m. and must be completed no later than 5:00 p.m. You are responsible for cleaning up your own area. Please use the trash receptacles and recycling bins around the site.
- Please do not use Styrofoam containers or cups. Please use biodegradable paper products. If you need assistance finding these please contact us. Single use plastic will not be allowed. Please be considerate of our environment when planning your display and production selection.
- As stated on the application, this event will be held RAIN OR SHINE. Please be prepared to participate in any weather conditions. There are no refunds, nor is there a rain date.
- Any participant selling or giving away food (including baked goods) or beverages **MUST HAVE COMPLETED** and returned directly to the Hopewell Township Health Department an application with the required fee (if applicable). The Township office phone number is 609.537.0236 please speak with Karen.
- We reserve the right to refuse any application that is deemed unsuitable for The Watershed Butterfly Festival. If your application is not accepted, your fee will be returned.
- We require food vendors to have insurance in the amounts of not less than \$300,000 per incident and blanket coverage of \$1,000,000. Such insurance shall name The Watershed Institute as an additional insured. Your broker should mail an original copy of the certificate of insurance before the event to:

## Participant Vendor Agreement, Release and Assumption of Risk

In consideration of my voluntary participation in the event herein described as 2019 Butterfly Festival to be held at or on the premises of The Watershed Institute at 31 Titus Mill Rd Pennington, NJ on August 3, 2019.

By my signature I do hereby voluntarily release and agree to indemnify and hold harmless The Watershed Institute, its employees, officers, directors, agents, representatives, subcontractors, successors and/or assigns, etc. from any and all claims, demands, or causes of action which are in any way connected or in connection with my participation in and/or operations at this event. This release includes, but is not limited, to any claims and/or demands which allege negligent acts and/or errors or omissions and/or any claims with respect to product liability, business automobile liability, compliance with workers compensation laws, etc. This release includes any claims and/or demands, which allege negligent acts and/or errors or omissions of The Watershed Institute.

As a participant vendor I acknowledge that it is my sole responsibility to provide any applicable insurance providing coverage for my operations as a vendor and acknowledge The Watershed Institute does not extend or in any way provide insurance for my operations as a participant vendor.

Should The Watershed Institute, or anyone acting on its behalf, be required to incur attorney's fees and/or costs to enforce this agreement by my signature I hereby agree to indemnify and hold harmless The Watershed Institute.

By my signature I acknowledge and attest that I have read this agreement in its entirety and understand the provisions contained therein.

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Business/Booth Name

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Signature

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Date