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Dear Community Members,

You are invited to join the **Green Living Festival** to be held at Rock Spring Park on Saturday, August 16, 2014 from noon to 4p.m. This will be your opportunity to exhibit all the creative ways you have learned to reduce, reuse, and recycle, and to share our local connection with nature on a fun and informative summer day. The festival will have exhibits, vendors and children's' educational programs. The Green Living festival will be held in conjunction with a Family Fun Day this year. Whether you are a student with a cool science project, a club or a congregation working on a conservation mission, or a business devoted to healthy local food, I look forward to working with you all!

We enjoy a beautiful community of natural treasures, from our rivers and preserved farms to native and early American heritage. Residents here have farmed organically, shopped locally, and conserved a presence of place – in more than 20 small villages – that have become our townships today. We would like to bring the broadest range of community groups together in this event to celebrate local life, past and future. Let's share our skills so everyone can learn creative, old & new ways, to enjoy a greener tomorrow.

This event is a great opportunity to showcase local green companies, institutions, and organizations. We encourage you to bring educational demonstrations of all kinds. Please check our event guidelines below, and fill out the attached form to reserve your space at the festival!

Residents of participating townships that sign up early can select the best exhibit space. There is no charge to non-profits (unless you will be selling something) who provide their IRS determination letter.

Please feel free to contact me if you would like to discuss the appropriateness of your exhibit idea. I am also open to new ideas for programming throughout the day, so please share your thoughts with me. Thank you!

Best regards,

Teri Lyons
Washington Township Green Team
908-876-3315 x 1224

Green Living Festival

At Rock Spring Park

37 East Springtown Road, Long Valley NJ 07853

www.wtmorris.org

Saturday, August 16, 2014

Noon – 4:00 pm

(Deadline for exhibitors: July 15, 2014)

Name _____

Company Name _____

Mailing Address _____

Phone Numbers _____

Email _____

Exhibit description: _____

Items for sale, if any _____ Any heavy equipment? _____

I would prefer exhibit space near _____ Children's activities _____ Music _____ Parking

I am applying as a resident of _____ Mansfield Township _____ Other

_____ Washington Township

I am attaching (must check one): _____ Insurance letter

_____ Hold harmless agreement

Exhibit Information

10' x 10' exhibit space

Non-commercial exhibits are free with IRS non-profit letter

All exhibitors must register

Early registration of **town residents/businesses** by 5/30- **\$10**

Open registration after 5/30 - **\$15**

Fees are non-refundable

Rain date: Sunday, August 17th

Vendors must provide their own tents, tables, and chairs

Set up begins 10 am and vehicles must be removed to remote lot by 11:30 am

Tear down is 4:00 – 6:00 pm. No garbage or boxes may be left on the field.

For more information, please read FAQs .
For payment questions, contact
tlyons@wtmorris.net

Make checks payable to Washington Township, (memo: Green Living Festival). Return application, insurance or hold-harmless agreement, and payment to Washington Township, 43 Schooley's Mountain Road, Long Valley, NJ 07853. Thank you!

**TOWNSHIP OF WASHINGTON, MORRIS COUNTY, NEW JERSEY
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

1. In consideration for participating with the Green Living Festival and other valuable consideration, I hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE the Township of Washington the Governing Body, the State of New Jersey, their officers, servants, agents, and employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted or in transportation to and from said premises.

2. To the best of my knowledge, I am fully aware of risks and hazards connected with the Green Living Festival, including but not limited to the risks as noted herein, and I hereby elect to voluntarily participate in said activity, and to enter the above-named premises and engage in such activity knowing that the activity may be hazardous to me and my property. I VOLUNTARILY ASSUME FULL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE OR PERSONAL INJURY, INCLUDING DEATH, that may be sustained by me, or any loss or damage to property owned by me, as a result of being participating with the Green Living Festival WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise.

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES from any loss, liability, damage or costs, including court costs and attorney's fees, that may incur due to my participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

4. It is my express intent that this Release and Hold Harmless Agreement shall bind the members of my family and spouse (if any), if I am alive, and my heirs, assigns and personal representative, if I am not alive, shall be deemed as a RELEASE, WAIVER, DISCHARGE AND COVENANT NOT TO SUE the above named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of New Jersey.

5. I UNDERSTAND THAT THE TOWNSHIP OF WASHINGTON WILL NOT BE RESPONSIBLE FOR ANY MEDICAL COSTS ASSOCIATED WITH AN INJURY I MAY SUSTAIN.

6. I further agree to become familiar with the rules and regulations of the Township of Washington and the Green Living Festival regarding conduct and not to violate said rules of any directive or instruction made by the person or persons in charge of said activity and that I will further assume the complete risk of any activity done in violation of any rule or directive or instruction.

IN SIGNING THIS RELEASE, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have hereunto set my hand on this _____ day of _____, 20__.

Participant

Parent must sign if under 18 years old

Green Living Festival

Event Guidelines

We are working to demonstrate the best possible green practices in this event. Doing so will help us all practice new skills that we can use every day.

The established policies of Rock Spring Park and the Washington Township Public Library will remain in effect during the event. Rock Spring Park policy is no dogs, smoking, alcohol, glass containers, golf carts, or motorized vehicles on the grass. The exhibit area will be on the soccer field (on the grass), a short distance from the parking lot to be used for loading/unloading.

FAQ

(Frequently Asked Questions)

Facilities

Is it OK for my family to bring a picnic to the event? Although food will be available for purchase, bringing a picnic to the event is a great idea. Even better, bring your food from home with re-usable containers and utensils. The trash and recyclables from this event WILL BE MEASURED to score us extra Sustainable Jersey points! (See http://www.sustainablejersey.com/actiondesc.php?arr_num=15&id_num=1!13). Remember though, no glass containers are allowed in the park. Lawn chairs & beach blankets are welcome. The park also has some picnic tables.

Can I bring my dog? Please leave your dog at home during the festival. Pets are not allowed in the park, and an August day is not a good time to leave your best friend in the car.

Where shall we park? Parking lots are located off of East Springtown Road: in front of the Senior Center, between the library and the Senior Center, and near the tennis courts. Library parking is for library patrons only. Please do not park in the lot at the Police Station lot or on the grass. Exhibitors will load/unload from the lot off of Schooley's Mountain Road just east of the Police station, and then move their cars to a remote designated lot by 11:30 am. The grounds cannot accommodate trailers or large trucks; prior permission is required for vehicles longer than 17 feet. Please note your request on the exhibitor application.

What toilet facilities are at the park? There are bathrooms at the north end of the soccer field (between the playground and the Senior Center) and at the library.

Will admission be charged? Admission will be free. Exhibitors that are selling something will be charged \$00 before May 30th (open to residents and businesses of participating Townships), and \$15 after May 30th (open to all as space is available).

What is the advantage of carpooling to the event? Save gas, save the planet!

Exhibits

- Exhibit spaces are standard 10' x 10' tent size, on the grass soccer field.
- No vehicles are permitted on the grass.
- All exhibitors must register by mailing the application form and insurance or hold-harmless agreement.
- Exhibitors must provide their own tents, tables, and chairs.
- Set up begins at 10:00 am on Saturday morning, with cars removed offsite by 11:30 am.
- Tear down will be from 4:00 – 6:00 pm. Boxes and garbage must be removed from the field.
- There are no electric hook-ups for exhibits. Please no generators at the exhibits.

Can I reserve two spaces? You may reserve two spaces for twice the registration fee. Unless you are selling something, non-profits may register for one space at no charge.

How do I register my exhibit? Return the application form with your check and either a certificate of insurance letter or hold harmless agreement to Washington Township, 43 Schooley's Mountain Road, Long Valley, NJ 07853. Make checks payable to Washington Township, (memo: Green Living Festival). Vendors must provide a Certificate of Insurance with a \$500,000 combined single limit for bodily injury and property damage per occurrence and in the aggregate naming the Township of Washington as additional insured. Non-profits and individuals may complete and return the enclosed Hold Harmless form in lieu of the Certificate of Insurance. Food vendors need an additional permit; please see details below.

Can I share a space with a friend or another organization? You may share a booth with one other exhibitor if you are applying for a free booth.

If I am a food vendor, can I sell drinks in plastic bottles, or use paper plates, foil, plastic utensils, or Styrofoam ? The Green Living Festival will demonstrate minimal packaging and impact for all activities, including meals. Examples include reusable/refillable drink containers, no-wrap foods, and minimal use of paper/compostable wrapping. Please no plastic water bottles, foil, or Styrofoam. All trash and recycling for the event will be measured in order to score Sustainable Jersey points for our towns!

What food vending regulations will apply? Vendors must abide by NJ state laws for the sale of product at community farmers' markets. www.nj.gov/agriculture/divisions/md/pdf/farmmarketguidelines.pdf

Local food vendor permits are needed for food handlers. Please see forms on www.wtmorris.net/health/health.php

Vendors selling by weight, rather than by unit, **MUST** have proper certification from the NJ Office of Weights and Measures: www.state.nj.us/lps/ca/weights/wmreg.htm

Some exceptions for non-vendor grown, but local products, will be made at the discretion of the organizing committee.

Processed foods must be approved by the Board of Health, and processed in a commercially-licensed facility. Space is limited and priority will be given to food made with local ingredients (eggs, honey, fruits and vegetables). Business must be located within 25 miles of Rock Spring Park, and independently owned/operated. Please do not bring mass-marketed products.

Local non-food agricultural products are allowable within the context of an “artisan” category and must be a local business within the 25 mile radius of Rock Spring Park, Washington Township. All non-food items will be approved at the discretion of the organizing committee.

If I am a farm vendor, can I bring produce I did not grow? We encourage local farmers to participate. Please bring only items that represent the bounty of your own farm within 25 miles. You may partner in your exhibit with one other organization; for example, cards produced from photos of your farm would be a welcome addition to a produce booth. We hope you will display signage for your growing method, i.e. USDA organic, certified naturally grown, hydroponic, etc.

Can I sell items that were not made locally? In keeping with the theme of the festival, items for sale should reflect your place of business. Artisans within 25 miles of Rock Spring Park will be local to this event. No sales of wholesale items, please. The guideline will be interpreted differently for a farm than for a home energy contractor. For example, if you are a local installer of geothermal heating systems, your primary sale is local labor, even if materials incorporated may be partially imported from a distance. The steering committee will exercise its sole discretion in approving exhibits.

What is the latest date I can sign up? Applications for commercial vendors are needed by July 15, 2013. Exhibitors seeking free booth space may apply if space is still available (check the wtmorris.net website) until July 30, 2013.

Do I have to provide my own tent? Can I just bring a table? Exhibit space will be defined by your tent and/or table, which must fit in a 10' x 10' space. You must provide at least a tent or a table, and signage, in order to qualify as an exhibit.

Is there a rain date? The rain date is Sunday, August 17th. There will be no refunds of exhibit fees if you cannot participate for any reason.

Where can I get flyers to publicize the event? A Flyer is available on www.wtmorris.org.

How will the organizers publicize the event? The Green Living Festival will be publicized by the Green Teams of the participating townships via their websites, local newspapers and blogs (e.g. longvalleypatch.com), radio stations, and social networking sites like Facebook. This invitation packet will be circulated to non-profits, conservation groups, schools, faith-based organizations and clubs.

Will the festival events be photographed? Photographs or videos may be taken at the festival, including the exhibits, for festival publicity purposes in print or online. No names will be included with the photos/videos taken by the festival organizers. Press photography may be taken outside this policy. If you do not wish for photos/videos of you, your child, or your teen to be taken, please alert the staff member running the event before the start of each program.