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July 28, 2016

Dear Community Members,

You are invited to join the **Green Living Festival** to be held on the grounds of the Long Valley Middle School on Saturday, September 10, 2016 from 4p.m. to 7:30 p.m. (Rain date is September 24). The festival will have exhibits, vendors and children's educational programs. The Green Living Festival will be held in conjunction with an evening Fireworks Festival. The last Fireworks Festival was attended by more than 7,000 people!

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 township today.

This event is a great opportunity to showcase your business or organization. Please check our event guidelines at [www.wtmorris.org](http://www.wtmorris.org), and fill out the attached form to reserve your space at the festival!

Best regards,

Teri Lyons, on behalf of the  
Washington Township Green Team  
908-876-3315 x 1224

# Green Living Festival

*At Long Valley Middle School*

*51 West Mill Road, Long Valley NJ 07853*

*www.wtmorris.org*

Saturday, September 10, 2016

4:00 pm – 7:30 pm

(Deadline for exhibitors: August 27, 2016)

Name \_\_\_\_\_

Company Name \_\_\_\_\_

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

Phone Numbers \_\_\_\_\_

Email \_\_\_\_\_

Exhibit description: \_\_\_\_\_

Items for sale, if any \_\_\_\_\_ Any heavy equipment? \_\_\_\_\_

I am applying as a resident of \_\_\_\_\_ Washington Township \_\_\_\_\_ Other \_\_\_\_\_

(name of municipality)

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 by 8/12- **\$10**

Registration after 8/12 - **\$15**

Fees are non-refundable

Rain date: Saturday, September 24, 2016

Vendors must provide their own tents, tables, and chairs

Set up begins 2:30pm and one vehicle can remain on field with exhibit – there is no parking fee for this vehicle\*

Tear down is 7:30 – 8:00 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, Attn: Green Festival.

Thank you!

\*After festival, vendors are welcome to stay for the fireworks, but they must relocate their vehicle to public parking area.

**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 the Washington Township Board of Education and the Long Valley Middle School will remain in effect during the event; no dogs, smoking, alcohol, glass containers, golf carts, or motorized vehicles on the grass.

### 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. Remember though, no glass containers are allowed in the park. Lawn chairs & beach blankets are welcome.

***Can I bring my dog?*** Please leave your dog at home during the festival.

***Where shall we park?*** Signs will designate parking areas for vendors and visitors.

***What toilet facilities are there?*** Portable restroom facilities, including handicap, will be available.

***Will admission be charged?*** Admission will be free, however, parking will be \$5 per vehicle. Each vendor is permitted one free vehicle.

***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.
- 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 2:30 pm on event date.
- Tear down will be from 7:30 – 8:00 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. **NOTE: There will be food truck vendors at the festival.**

**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](http://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](http://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](http://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 the township municipal building, 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 the township municipal building. 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 the township municipal building 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 August 27, 2016.

**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 Saturday, September 24, 2016. 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](http://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/Twitter. 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.