



28th Annual Bend Earth Day Fair

Brought to you by

Saturday, April 22, 2017
On Kansas Avenue, Downtown Bend, in front of
The Environmental Center



Vendor Application - Due April 5, 2017

Business/Organization Name: _____

Contact Person: _____ Phone: _____

Address: _____

Email: _____ Fax: _____

Number of Booths (10' x 10') needed: _____

Category: Business Food Vendor Government Agency Nonprofit Kid's Zone Artist

Is your organization a member of The Green Spot? Yes No

Nonprofits Only: Are you a member group of The Environmental Center? Yes No

Please describe how your organization promotes sustainable living and why you will be great addition to the Bend Earth Day celebration.

If in the Kid's Zone: please describe how your organization will engage kids, games, etc.

Indemnification:

To the Fullest extent permitted by law, you (the vendor) shall indemnify, defend and hold harmless the Central Oregon Environmental Center (dba The Environmental Center), The City of Bend, Oregon, and their respective employees, directors, officers, agents, volunteers and other persons acting on their behalf from and against any and all claims, actions, suits causes of action, or demands which arise or are in any way connected with the acts or omissions of you, your employees, directors, officials, agents, volunteers or persons acting on your behalf.

- I agree to send a certificate of liability insurance to the Central Oregon Environmental Center (dba The Environmental Center) and to the City of Bend, naming the Central Oregon Environmental Center and the City of Bend as additional insured, no later than **April 10, 2017**. I will mail or email these certificates to the addresses provided below.
- I have read, understand and agree to abide by the 2017 BEND EARTH DAY FAIR: VENDOR INFORMATION & GUIDELINES. I understand that I may not be invited to participate in future events if I am in violation of any part of the Vendor Guidelines.**
- I acknowledge this is a Zero Waste event and will comply with principles outlined in the Vendor Guidelines.

2017 SPONSOR & VENDOR INFORMATION

Your Name: _____ Your Title: _____

Business/Organization Name: _____

Your Signature: _____ Date: _____

TOTAL FEES DUE: \$ _____

Application and Fee Deadline: Wednesday, April 5, 2017

Make checks payable to The Environmental Center and mail checks with your completed application to:

The Environmental Center
 Attn: Earth Day Fair
 16 NW Kansas Avenue
 Bend, OR 97703

Applications can also be e-mailed to marianne@envirocenter.org or faxed to 541-385-3370. If you choose to pay by credit card, please call Marianne to process payment at 541-385-6908 x 10.

Mail Certificates of Insurance to:

- The Environmental Center, 16 NW Kansas Ave, Bend, OR 97703 or marianne@envirocenter.org
- City of Bend (Attn: Brenda Mingus), PO Box 431, Bend, OR 97709 or bmingus@bendoregon.gov

Registration Confirmation

You will receive a confirmation letter one week prior to the Earth Day Fair with booth number, location and set-up time. If you have special requests regarding booth placements or needs, please let us know. We'll do our best to accommodate everyone!

Questions? Lauren Williams - 541-385-6908 x 18 or lauren@envirocenter.org