



## Exhibitor Application

### 1<sup>st</sup> Annual Eco Fun Festival

February 26, 2017



Dear Potential Exhibitor,

The Pinellas County Department of Solid Waste invites you to participate as an exhibitor for its 1<sup>st</sup> Annual Eco Fun Festival on Sunday, February 26, 2017. This event, which is family-friendly, free, and open to the public, will educate residents how to make positive environmental changes in their homes and community. It will feature facility tours, Touch-a-Truck, equipment demonstrations, educational presentations, environmentally-themed exhibitors, food vendors, and giveaways.

#### Event Details:

- Location - Pinellas County Solid Waste, 3095 114<sup>th</sup> Avenue North, St. Petersburg
- Date - February 26, 2017 (rain or shine except as noted below)
- Hours - Open to the public from 11:00 am-4:00 pm, Exhibitor Set-up 9:00 am –10:30 am
- Fees - ☐ **FREE** Exhibitor Location (Sponsors provided with location under cover)

Please specify if electricity is needed: \_\_\_\_\_

☐ \$25 for Exhibitor Location with electricity (waived for Sponsors)

☐ **FREE** Touch-a-Truck or Equipment Demonstration

Please specify equipment: \_\_\_\_\_

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

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

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

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

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

What is your environmental message to participants? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What eco-friendly giveaway items will you be providing to participants, if any? \_\_\_\_\_

\_\_\_\_\_

If Exhibitor only (not a Sponsor), will you be providing your own tent/canopy? Tents/canopies are limited to 10 feet x 10 feet. \_\_\_\_\_

Completed applications must be received by 5:00 pm Wednesday, December 7, 2016. Letters of notification will be mailed within two weeks of receipt.

Please submit application via email to: Pinellas County Solid Waste  
[ecofunfest@pinellascounty.org](mailto:ecofunfest@pinellascounty.org)

- If is approved, a location with electricity is available, and electricity fee applies, you will be notified that an electricity fee of \$25 is due by February 1, 2017.

Payment locations and forms of payments accepted:

Payment/Mail Location: Pinellas County Solid Waste  
c/o Eco Fun Festival  
3095 114<sup>th</sup> Ave. N.  
St. Petersburg, FL 33716

- Cash – Administrative Office
- Checks and Money Orders – Accepted by mail or in person. If check is returned by bank for nonpayment, dishonored check rates will apply at \$30 per check.

**Please read the following before signing:**

- Sign up early to reserve your spot! All booths are booked on a first come, first serve basis, there are no exclusive rights.
- Setup for this event will begin at 9:00 am. Exhibitors must be set up and ready by 10:30 am. Breakdown of the event will begin at 4:00 pm. We ask that exhibitors please remain for the entire event.
- Children under 12 years of age will be provided with “Event Passports” to encourage visits to exhibitor booths.
- Exhibitors will need to provide their own tables and chairs. Please bring appropriate means to transport your materials.
- We request that exhibitors participating in the event share their environmental message with guests. Giveaways should promote waste reduction and resource conservation.
- No food or beverages can be provided or sold for onsite or offsite consumption unless registered as a food vendor.
- Please call (727) 464-7500 in case of bad weather for a recorded message, should it be necessary to postpone the event due to severe weather conditions.
- Sales are not allowed.
- Each exhibitor is responsible for having the appropriate permits, licenses, and insurance coverage (as needed).

**For Event Staff Only**

Date Received: \_\_\_\_\_ Date of Confirmation Email: \_\_\_\_\_

Space Number: \_\_\_\_\_

## INSURANCE REQUIREMENTS

The following insurance requirements are included in this Exhibitor Application:

The Exhibitor shall obtain and maintain at all times during participation in this event insurance of the types and in the amounts set forth below. All insurance policies required shall be from companies licensed to do business in the State of Florida and have an AM Best rating of A- VIII or better.

Upon submission of the executed application, the Exhibitor shall provide the County with properly executed and approved Certificates of Insurance to evidence compliance with the insurance requirements of the Sponsor Application. Exhibitor shall email certificate to: [RiskMgmt@pinellascounty.org](mailto:RiskMgmt@pinellascounty.org) or via regular mail to: Pinellas County Risk Management 400 South Fort Harrison Avenue Clearwater, Florida 33756. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s).

No occupancy shall commence at any site on the day of the event pursuant to the Sponsor Application unless and until the required Certificate(s) of Insurance are received and approved by the County. Approval by the County of any Certificate of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate of Insurance is in compliance with the requirements of the Sponsor Application.

Exhibitor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal, or adverse material change in coverage received by said Exhibitor from its insurer. The County reserves the right to require a certified copy of the entire insurance policy, including endorsements, at any time prior to or after the event if necessary.

All policies providing liability coverage(s), other than Professional Liability and Worker's Compensation policies, obtained by the Exhibitor to meet the requirements of the Sponsor Application shall **be endorsed to include Pinellas County, a political subdivision of the State of Florida as an Additional Insured. Please provide a copy of the endorsement along with the Certificate, in compliance with this requirement.**

If any insurance provided pursuant to the Sponsor Application expires prior to midnight of the final date of the event listed on the Sponsor Application, renewal Certificates of Insurance and endorsements shall be furnished by the Exhibitor to the County at least thirty (30) days prior to the expiration date.

Each insurance policy shall include the following terms and/or conditions in the policy:

- The Named Insured on the Certificate of Insurance must match the entity's name that is signing the Sponsor Application.
- Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles that all are at the sole responsibility and risk of Exhibitor.
- The term "County ", "County", or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
- The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County or any such future coverage, or to County's Self-Insured Retentions of whatever nature.
- All policies shall be written on a primary, non-contributory basis.
- Any certificate of insurance evidencing coverage provided by a leasing company for either Workers Compensation or Commercial General Liability shall have a list of covered employees certified by the leasing company attached to the Certificate of Insurance.
- Insurance policies, other than Professional Liability, shall include waivers of subrogation in favor of Pinellas County from the Exhibitor.

**Please Note:** Exhibitor may be responsible for additional Insurance coverage or higher limits may be required based upon exposures determined during review of the application. This additional coverage may include higher limits for General Liability. Other Insurance coverage may be required including but not limited to:

- Aviation Liability
- Marine Liability
- Pollution Legal Liability

The **minimum** insurance requirements for this Special Event, policies must remain in effect throughout its duration, are listed as follows. **The County has the authority to require additional insurance requirements if the exhibit's presence creates insurance exposures not listed below.**

(A) Workers' Compensation Insurance

Limit	Florida Statutory
Employers Liability Limits	
Per Employee	\$ 500,000
Per Employee Disease	\$ 500,000
Policy Limit Disease	\$ 500,000

(B) Commercial General Liability Insurance including, but not limited to, Independent Contractor, Contractual Liability Premises/Operations, Products/Completed Operation and Personal Injury.

Limits	
General Aggregate	\$ 2,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Personal Injury and Advertising Injury	\$ 1,000,000
Each Occurrence	\$ 1,000,000

(C) Business Automobile or Trucker's/Garage Liability Insurance covering "All" owned, hired, non-owned, vehicles including loading and unloading hazards. If the Exhibitor does not own any vehicles then evidence of hired and non-owned coverage under the Commercial General Liability Policy is sufficient and shall include the hazards of loading and unloading passengers and cargo. Coverage shall be on an "occurrence" basis.

Limit	
Combined Single Limit	\$ 1,000,000

(D) Property Insurance Contractor will be responsible for all damage to its own property, equipment, and/or Materials.

If you or your insurance agent has any questions about these requirements contact Pinellas County Risk Management at 727-464-3664.