

You are Invited...



Saturday, April 22, 2017

9 am – 4 pm

Bakersfield College

www2.bakersfieldcollege.edu/gardenfest

Non-Profit Vendor Packet

Hosted by

Environmental Horticulture at Bakersfield College

The Country Garden Radio Show



12th Annual Garden Fest

Saturday, April 22, 2017 9 am – 4 pm

Event: Bakersfield's premiere springtime garden event. Garden Fest is an open house featuring the Environmental Horticulture and Agriculture programs that draws thousands of visitors to the Bakersfield College campus for a day of family fun.

Attendance: Up to 5,000+ people have attended this event annually.

Purpose: To showcase and benefit the educational programs of the event partners.

Featuring: Environmental Horticulture's biggest plant sale of the year.

The Country Garden Radio Show, KERN Newstalk 1180 AM, live remote from 8am to 10am on the day of Garden Fest broadcast from the CLCA Stage.

The Country Garden Seminars with industry professionals who inform and Entertain attendees about gardening, floral design, pet care, cooking and more.

Buck's Build – A – Pond Live installation seminar.

Artisan faire, outdoor leisure, farmer's market, display gardens, fun for the kids.

Publicity: Full color posters and flyers
Websites of the partner's organizations and Facebook
Weekly mention on The Country Garden Radio Show beginning March 19, 2017

Contact: Sally Sterns, 661-395-4446 or email at ssterns@bakersfieldcollege.edu



Garden Fest 2017 Non-Profit Vendor Agreement

Due to changes in Administrative policy and additional operational requirements of Garden Fest, There are new policies, forms and costs. Please read carefully.

Event Date and Time: April 22, 2017 9:00am – 4:00pm

Booth Prices:

For a Non-Profit organization NOT selling product there is no booth fee. **A Non-Profit selling product fees are \$25.00 per booth space.** Full space rate is due, payable and postmarked by March 31, 2017. **After March 31, 2017 Booth prices are \$50.00.**

Payment Schedule:

Space reservation fees are taken immediately and up to Friday, March 31, 2017. **Cancellations must be made before March 31, 2017 to receive a full refund.**

Permits:

Each vendor is responsible for reporting and paying their own sales tax to the State Board of Equalization.

Move In:

You may begin setting up your displays on Friday, April 21, 2017, from 12:00 noon to 6:00 pm, and on Saturday, April 22nd from 5:00 am to 8:30 am. Booth space location is at the discretion of Garden Fest Officials. **Vendors shall not change space location unless approved so by Garden Fest Officials. Booths must be completed and ready no later than 8:30 am on April 22nd.**

Security:

Security will be provided to patrol all night Friday, April 21, 2017. Bakersfield College, Kern Community College District and Garden Fest Officials do not warrant or otherwise insure by this term the exhibits will be free from theft, vandalism or other mishaps before the event. Vendor expressly waives any and all claims against Bakersfield College, Kern Community College District and Garden Fest which may arise as a result of security staff failing to prevent harm to exhibits or otherwise perform satisfactorily.

Check-In:

You will receive a Vendor Information packet 2 weeks prior to the event. Immediately upon arrival for set-up, check in at your designated entrance gate with a Garden Fest Official. Student Ambassadors will assist with unloading at the gate and booth location. **Student Ambassadors will not assist with booth set up or display. No automobiles are allowed inside the grounds.** Vendors will be directed to parking after check in and unloading. There is no parking in the unloading zones.

Move Out:

Vendors may begin moving out after **4:00 pm**. **No one is to tear down before this time. A Vendor who leaves early forfeits reduced prices at future events.**

Unoccupied Space:

In the event a Vendor has failed to occupy the space contracted for by 8:30 am, Saturday, April 22, 2017. Garden Fest Officials shall have the right to utilize such space in any manner suited to its purposes. However, Vendor will not be released from its duties and obligations under this contract and Garden Fest Officials will not refund any monies paid for the reservation of the vendor space.

Cancellation:

A written notice of cancellation is required no later than March 31, 2017. **Vendor is responsible for full payment of booth space contract by March 31, 2017.**

Table and Chair Rental:

Tables and chairs will be available to rent. **Please indicate the number you wish to rent on your Vendor Application and include this money with your booth fees.** Tables are 8 ft. and rent for \$12.00. Chairs rent for \$2.00 each. Tables and chairs will be put in your booth space ready for you to set up. **Tables and chairs will not be available to rent the day of the event. Garden Fest does not supply canopies, Vendor must provide their own.**



Garden Fest 2017 Non-Profit Organization Application

Name of Organization: _____

Valid 501c3 permit#: _____

Product/Service: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Website: _____

Date*: _____

Signature*: _____ Printed Name*: _____

By signing this document, I affirm that I have read and understand the Terms and Provisions set forth in the contract. I further understand that space location can't be guaranteed unless the payment terms as set forth are complied with. By signing herewith, I indicate I have read these provisions and agree to them.

***Required**

Participation Fees: Non-Profit Organizations

_____ Non-Profit Organization **NOT** selling products \$0

_____ Non-Profit Organization **SELLING** products: \$25.00 per each booth space. After 3/31/17 booth space is \$50.00 per each booth space.

A brief description of your exhibit (include description of your products): _____

Description	Quantity	Cost	Total
Booth 12x12 ft.		Non-selling \$0 Selling \$25.00 After 3/31/17 \$50.00	
Tables 8 ft.		\$12.00 each	
Chairs		\$2.00 each	

Total Amount Due: _____

Send completed application with check payable to: Bakersfield College Environmental Horticulture,
1801 Panorama Drive, Bakersfield, CA 93305

You may pay by credit card by filling out the attached form.

Questions? Contact Sally Sterns at 661-395-4446 or email ssterns@bakersfieldcollege.edu



Bakersfield College Garden Fest 2017

Name: _____

Address: _____

Phone: _____ Email: _____

Booths fee amount: _____

Payment Method: Cash Check Credit Card

Visa MasterCard American Express

Card Number: _____ Exp. Date: _____

Security Code: _____ (3 digits on back of card or 4 digits on front of AmEx)

KERN COMMUNITY COLLEGE DISTRICT

CONSENT FORM GENERAL RELEASE AND WAIVER OF LIABILITY

PARTICIPANT NAME: _____

EVENT DATE: _____

This is a legally binding Consent Form and General Release and Waiver of Liability made voluntarily by me, the undersigned Release or, on my behalf, and on behalf of my heirs, executors, administrators, legal representatives and assigns, to the Kern Community College District, its Board of Trustees and its member individually, its officers, executives, directors, faculty, staff, administrators, employees, agents, and representatives of any, including with respect to each its campuses and educational centers (hereinafter "District").

The undersigned hereby acknowledges that participation in the above named event may involve potential risk to the undersigned, and the undersigned assumes any and all such risks. The undersigned hereby agrees that for the sole consideration of District allowing the undersigned to participate in this event for which or in connection with which the District has made available any equipment, facilities, services, grounds or personnel for such programs or activities relating to the event, the undersigned does hereby fully and forever release and discharge the District, including any self-insurance funds of the District, from any and all claims, demands, rights and causes of action of whatever kind or nature, arising from or by reason of any and all known and unknown, present and future, foreseen and unforeseen, anticipated or unanticipated, bodily and personal injuries, damage to property, and the consequence(s) thereof, resulting from the undersigned's participation or involvement in or in way connected with the above named event and/or activity. The undersigned authorizes program staff to secure any licensed hospital, physician and/or medical personnel and any treatment deemed necessary for the undersigned's immediate care.

By the execution of the Consent Form and General Release and Waiver of Liability, the undersigned accepts full responsibility for any and all injuries, damages, and losses of any type, which may occur to the undersigned.

The undersigned further understand that the acceptance of this Consent Form and General Release and Waiver of Liability by the District shall not constitute a waiver in whole or party of sovereign immunity by the District.

The undersigned has read the above carefully before signing and understands and agrees that this Consent Form and General Release and Waiver of Liability shall be in effect for a period of time for the dates listed above.

Signature

Date

Signature of Parent/Guardian (if under 18): _____