

You are Invited...



Saturday, April 16, 2016

9 am – 4 pm

Bakersfield College

www2.bakersfieldcollege.edu/gardenfest

Faculty/Staff Artisan Packet

Hosted by

Environmental Horticulture at Bakersfield College

The Country Garden Radio Show



11th Annual Garden Fest

Saturday, April 16, 2016 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 12, 2016

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



Garden Fest 2016 Faculty/Staff Artisan Guidelines

The Garden Fest Committee looks forward to the opportunity to have your participation at the 11th annual Garden Fest. Due to changes in Administrative policy and additional operational requirements of Garden Fest there are new policies, forms and costs.

Please carefully read the information below as it contains changes in the requirements for booth space as a Faculty/Staff Artisan Vendor.

Criteria for Participation

Faculty/Staff participants may sell handcrafted items only at Garden Fest. Home businesses, franchises or mass produced products or services are not allowed. No Faculty/Staff participant is allowed to share booth space with a home business, franchise or service based company. If desired you may participate as a regular vendor and be subject to vendor fees and regulations. Your application must then be submitted on a Vendor Application Form.

Booth Space

Booth space fees are waived for qualifying Faculty/Staff participants however you may make a \$20.00 donation which will provide you with 1 Booth space, 1 table and 4 chairs for free. If you do not wish to make a donation you must pay for tables and chairs if needed. Tables and chairs must be reserved when you turn in your application. **Tables and chairs will not be available to rent the day of the event.** Booth space location is at the discretion of Garden Fest Officials. You must provide your own canopy. **Participants are not allowed to change booth space unless approved so by Garden Fest Officials.** **Booth must be completed and ready no later than 8:30 am, April 16 th.** **Participants may begin moving out at 4:00pm.** Any participant who leaves early will forfeit the waived booth fees for future events and must pay full vendor price.

Booth Location

Booth location is at the discretion of the Garden Fest Officials. Booth location assignment begins at the time that the earliest booth reservations are received. If you have any special needs or would like a booth with electrical power these locations are assigned as the reservation requests are received.

Move In

You may begin setting up your displays on Friday April 15, 2016, from 12:00 noon to 6:00 pm, and on Saturday April 16, 2016 from 5:00 am to 8:30 am. **Vendor shall not change space location unless approved so by Garden Fest Officials. Booths must be completed and ready no later than 8:30 am April 16th.**

Security

Security will be provided to patrol all night Friday, April 15, 2016. 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. Faculty/Staff 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 an Information Packet 2 weeks before 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. **No Student Ambassador will assist with building your booth or display. No automobiles are allowed inside the grounds.** You will be directed to parking after check in.

Unoccupied Space

In the event a Faculty/Staff vendor has failed to occupy the space contracted for by 8:30 am, Saturday, April 16, 2016, Garden Fest Officials shall have the right to utilize such space in any manner suited to its purposes. Any participation at future Garden Fest events you will be required to participate as a regular Vendor subject to Vendor fees and regulations.

Questions?

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



Garden Fest 2016 Faculty/Staff Artisan Application

Thank you for your interest in participating in the 11th annual Garden Fest as a Faculty/Staff Artisan Vendor on Saturday, April 16, 2016. Please read below and check the list of criteria that applies. Complete the application form and return the completed form by April 01, 2016 to Sally Sterns, Event Coordinator, in the Environmental Horticulture Department. For more information contact Sally Sterns at 661-395-4446 or ssterns@bakersfieldcollege.edu

Please place a check next to each criterion of eligibility to participate as a Faculty/Staff Artisan:

1. Faculty/Staff must be currently employed by Bakersfield College or KCCD.
2. Items sold at Garden Fest are handmade by Faculty/Staff member.
3. Items sold must not be offered for sale by the Horticulture Dept. (i.e., plants)
4. Faculty/Staff may donate \$20.00 to a fund designated for use by Garden Fest. With Donation you get 1 table and up to 4 chairs free. Faculty/Staff who don't wish to Donate must provide their own tables and chairs or may rent them. Please make checks out to BCEH. All table and chair rentals must accompany application.
5. To be included as a Faculty/Staff Artisan, the artisan must write a description of the Items to be sold with his/her name, address, phone number and email (below)

Please fill in your information below and return to Sally Sterns by April 01, 2016.

Name _____ Phone _____

Address _____

Email _____ Description of crafts to be sold _____

Description	Quantity	Cost	Total
Booth 12 x 12 ft.		\$20.00 donation Includes 1 free table and 4 free chairs	
Booth 12 x 12 ft.		Free	
Table 8 ft.		\$12.00 each	
Chair		\$2.00 each	

Total Amount _____

Please make check out to BCEH and return with form to Sally Sterns/ Horticulture Dept.
Any questions? Contact Sally Sterns at 395-4446 or ssterns@bakersfieldcollege.edu

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): _____

In Case of Emergency Notify

Name: _____ **Address:** _____

Phone: _____ **Cell Phone:** _____