



2019 Johnson County HEALTHY YARDS EXPO

9 a.m. to 2 p.m. April 6, 2019
Shawnee Civic Centre

13817 Johnson Drive, Shawnee KS 66216



Presented by:



VENDOR APPLICATION FORM

Thank you for your interest in participating in the 2019 Johnson County Healthy Yards Expo!

Kansas Healthy Yards and Communities is an effort from Johnson County K-State Research & Extension designed to educate the public on environmentally conscious lawn and garden-care techniques.

To participate as a vendor in this expo, we ask that you showcase your business or organization's environmentally friendly services, products or practices. Expo management reserves the right to approve the content and character of all exhibits and reserves the right to prohibit or expel any merchandise or display that is not consistent with the intent of the expo.

Business/organization name: _____
 Contact person: _____ Phone: _____
 Address: _____ E-mail: _____
 City: _____ State: _____ Zip: _____

Please describe your materials to be exhibited/sold.

Booth Reservations

Booths are indoors and free of charge!

- My booth needs electricity.
- Please email me electronic copy of show flyer.

Other request: _____

FOR OFFICE USE ONLY PLEASE DO NOT WRITE BELOW THIS LINE

Date received _____ Initial _____
Date approved _____ Booth # _____

Agreement & Signature

The undersigned acknowledges that the rules and release on the reverse side have been carefully read and understood and by signing, agrees to abide by these terms.

Signed: _____

Date: _____

Please submit applications to:

City of Shawnee, KS
ATTN: Jonathan Wiles
11110 Johnson Dr. Shawnee, KS 66203
fax: (913) 268-7562
e-mail: jwiles@cityofshawnee.org

TERMS AND CONDITIONS/HOME & GARDEN SHOW

The following terms and conditions define the agreement between you as the VENDOR and Johnson County K-State Research & Extension, the Johnson County Stormwater Management program, the City of Shawnee, KS, City of Overland Park, KS, City of Lenexa, KS, and City of Olathe, KS as EXPO MANAGEMENT. Participation in the show is contingent on agreeing to, as well as adhering to, these rules.

1. RULES AND REGULATIONS: All pertinent codes, laws, ordinances and regulations including, but not limited to, those pertaining to health, fire prevention and public safety shall be strictly obeyed. VENDOR agrees to keep all merchandise, chairs and other equipment within the marked boundaries of the booth. VENDOR also agrees to not poach patrons away from their booths.

2. CONTENT OF BOOTH: EXPO MANAGEMENT reserves the right to approve the contents and character of all exhibits and reserves the right to prohibit or expel any merchandise that is inconsistent with the character of the show. Adult items, or items not intended for family viewing, are not to be displayed. Materials to be exhibited/sold must be beneficial to the environment in their nature and application. Table covers that reach the floor are preferred. EXPO MANAGEMENT encourages you to include live plant material in your booth space. Vendors are not allowed to provide or give away edible food samples.

3. RELEASE AND HOLD HARMLESS AGREEMENT: The request to reserve VENDOR space constitutes an express contractual agreement between the VENDOR and EXPO MANAGEMENT and it is understood and agreed that by signing this agreement VENDOR fully and finally releases and holds harmless the EXPO MANAGEMENT, their agents and employees, and the landlord of the venue and its agents and employees from any and all liability for all claims of every nature and kind whatsoever, including death, personal injury, loss, theft, or damages to personal property, arising now or in the future as a result of VENDOR's participation in the Johnson County Healthy Yards Expo. VENDOR must carry current liability insurance.

4. CANCELLATION POLICY: Reserving booth space will be completed with the return of the enclosed contract. Please inform EXPO MANAGEMENT if you need to cancel.

5. PARKING: VENDOR must park in designated VENDOR parking spaces. VENDOR may use handicapped spaces if they have an official handicapped license. Failure to park in designated parking spaces may lead to the towing of the vehicle, and any other penalties allowed by law.

6. BOOTH SHARING: Partnering or sharing of booth space is permissible with consent and knowledge of EXPO MANAGEMENT. Subletting or donation of space is not permitted without prior consent of EXPO MANAGEMENT.

7. SHOW HOURS: Setup begins at 7 a.m. Saturday morning and VENDORS are not allowed to begin dismantling booths until the show is closed at 2 p.m. Access Friday might be available if the Civic Centre is not booked.

For question or details on the event, please contact Jonathan Wiles at (913) 742-6292.