



Mass Marketplace Festival
 Saturday, August 6, 2011
 10:00 AM to 4:00 PM



Vendor Application Form

PLEASE SUBMIT APPLICATION NO LATER THAN JULY 1, 2011

Business Name: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-Mail: _____ Website: _____

PRODUCT DESCRIPTION

Please provide a brief description of your company and products. This information will be printed in the Show Guide if we receive it by the Deadline. You might want to list some locations where your products can be purchased, if appropriate. Show management reserves the right to edit text as necessary.

EVENT PARTICIPATION

Vendors may provide their own tents. Space will be assigned on a first-come, first served basis.

Each vendor will receive the following:

- Listing in the Show Guide
- Listing in the official map
- Listing on Mass Hort's website
- One 6' table and 2 chairs
- Vendor parking

Note: Vendors may not share booth space. All products must be approved by Show Management. Show Management will determine all booth locations.

SCHEDULE (rain or shine)

Mass Marketplace Festival: Saturday, August 6, 2011

Set Up Time: 8:00 AM – 9:30 AM

Show Hours: 10:00 AM – 4:00 PM

Move Out: 4:15 PM – 6:00 PM

Display breakdown before 4:15 PM is prohibited for safety reasons.

VENDOR NEEDS

Refrigeration: There is no refrigeration available. You must plan to bring coolers.

Electricity and Water: There is limited access to potable water. Please plan to bring any water your exhibit will require. Booth space is assigned based on the need for electricity. You **must** indicate your need for electricity when registering for space. Please plan to bring a long extension cord (at least 100 feet).

Please answer following questions by circling your response:

- Do you plan to provide food samples at your booth? Yes No
- Will you be grilling? This may only be done outside. Yes No
- Do you require electrical service ? (**Must be requested now.**) Yes No
- Describe below any stove or heating device as well as the number and type of electrical outlets you will need.

Insurance Certificate or Waiver to be Provided with Payment

Your company is required to provide the Massachusetts Horticultural Society with a certificate of insurance showing evidence of liability and workers compensation coverage (workers comp only if you have paid employees). The certificate should list the certificate holder as Massachusetts Horticultural Society, Attn: Penni Jenkins, 900 Washington Street, Wellesley, MA 02482. The Description of Operations should list Massachusetts Horticultural Society as additionally insured for the duration of the Massachusetts Marketplace event, held August 6, 2011 at Elm Bank Horticulture Center, Wellesley, MA. If you have any questions about this, please call Penni Jenkins at 617-933-4988. If you don't have insurance, you must sign the hold harmless agreement below:

FOR GOOD AND VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged, the undersigned jointly and severally agree to indemnify and hold harmless the Massachusetts Horticultural Society and their successors and assigns, from any claim, action, liability, loss, damage or suit, arising from the following:

Exhibiting at the 2011 Mass Marketplace Festival

In the event of any asserted claim, the Indemnitees shall provide the undersigned reasonably timely written notice of same, and thereafter the undersigned shall at its own expense defend, protect and hold harmless Indemnitees against said claim or any loss or liability arising thereunder.

In the further event the undersigned shall fail to so defend and/or indemnify and save harmless, then in such instance the Indemnitees shall have full rights to defend, pay or settle said claim on their behalf without notice to undersigned and with full rights to recourse against the undersigned or all fees, costs, expenses and payments made or agreed to be paid to discharge said claim.

Upon default, the undersigned further agrees to pay all reasonable attorneys' fees necessary to enforce this agreement.

This agreement shall be unlimited as to amount or duration.

This agreement shall be binding upon and inure to the benefit of the parties, their successors, assigns and personal representatives.

Signed this _____ day of _____, 2011. _____

Signature

PLEASE SELECT YOUR PREFERENCE and CHECK APPROPRIATE LINE(S):

- _____ 8' x 10' space (includes 6' table and 2 chairs) in Hunnewell Building \$150
- _____ 8' x 10' space (includes 6' table and 2 chairs) in 3-season tent \$125
- _____ Outside space not to exceed 12' x 12' (includes 6' table and 2 chairs)
Exhibitor may bring own tent \$100
- _____ Late fee for forms or payment postmarked after July 1, 2011 \$20

TOTAL FEES DUE: \$ _____

There will be NO REFUNDS upon Vendor Cancellation

METHOD OF PAYMENT

_____ Check is enclosed. *Please make checks payable to the Massachusetts Horticultural Society.*

_____ Please charge my credit card \$ _____.

Credit Card #: _____ Exp: _____

Print name of card holder: _____

Authorized signature of card holder: _____

All major credit cards are accepted. Vendors are assigned space once payment and application and insurance waiver forms have been received.

Proceeds from the Massachusetts Marketplace Festival benefit the Massachusetts Horticultural Society, a member-supported organization dedicated to encouraging and improving the science and practice of horticulture and developing the public's enjoyment, appreciation, and understanding of plants and the environment.

Thank you for your support!

Please return payment and application by July 1, 2011 to:

Massachusetts Horticultural Society
Attn: Mass Marketplace Festival
900 Washington Street, Wellesley, MA 02482

Phone: 617-933-4988 • Fax (for applications with credit card payments only): 617-933-4901
Email: massmarketplace@masshort.org