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Dear PortFest Exhibitor,

We at HEARTS are very excited to welcome your organization to participate in PortFest 2013!

PortFest 2013 will be a fun outdoor and indoor family festival to be held at Schreiber High School campus featuring local artists and musicians of all ages. The event will serve to celebrate, strengthen and promote the unique culture, arts and community of Port Washington while raising funds for music and arts programs in Port Washington Public Schools.

Attached is our ***PortFest Exhibitor Application and Agreement*** for your enrollment as an in the 2013 PortFest Music, Arts and Community Festival. Additional information about HEARTS and PortFest can be found on our website.

Please note that available exhibitor spaces are limited so please be sure to submit your application and at your earliest available time, certainly prior to the **April 12<sup>th</sup>** final deadline.

We hope you will help us to spread word of your participation in this event to your membership, online and in the community. We will have PortFest flyers, posters and other information available for your use, and will provide them to you upon request.

If you have any questions or need further clarification, please feel free to visit our website, e-mail me or contact HEARTS' Vice President Leigh Richards at [lrichards812@gmail.com](mailto:lrichards812@gmail.com) at any time.

We thank you in advance for your support of HEARTS' mission and your anticipated participation in PortFest 2013.

Best regards,

Damon Gersh, Founder  
HEARTS Port Washington  
Helping Enrich the Arts in Port Washington  
[heartspw@gmail.com](mailto:heartspw@gmail.com) | [www.heartspw.org](http://www.heartspw.org)



## PORTFEST EXHIBITOR APPLICATION & AGREEMENT

Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2013 between HEARTS of Port Washington's PortFest Music, Art & Community Festival (hereinafter referred to as "PortFest") and \_\_\_\_\_ (hereinafter referred to as "Exhibitor").

### **EXHIBITOR INFO**

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Work Tel: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

### **EXHIBITOR RATES:**

- Single Area (10ft x 10ft): \$500.00 (WAIVED)**
- Tent Rental (10ft x 10ft): \$100.00 (optional)**

It is mutually agreed between the parties as follows:

- 1. Exhibitor Organization Name:** \_\_\_\_\_
- 2. Event Name and Place of Engagement:** PortFest 2013, Schreiber South Ball Field
- 3. Date of Engagement:** Saturday, May 11, 2013
- 4. Hours of Engagement:** Between 11:00am - 5:00pm
- 5. Time of Arrival:** 9:00am for Unloading & Set-Up by 10:00am
- 6. Agreed Price:** \_\_\_\_\_
- 7. Cancellations:** Must be made not by either party less than 45 days prior to the date of performance
- 8. Vendor Area:** PortFest will provide designated area for vendor area as needed. Please note that NO water or electricity will be provided.
- 9. Equipment:** PortFest shall provide a display table for Exhibitor's use upon request. Exhibitor to provide any necessary labor, display fixtures, extension cords, tarps, ropes, staple guns, tie wraps, etc. Please bring garbage bags for clean up of your area.
- 10. Application & Payment:** Application and full payment are due by no later than **April 12, 2013.**
- 11. Non-Solicitation:** While it is permitted to collect names and contact information from PortFest attendees, note that Exhibitors are prohibited from soliciting donations or selling memberships at the PortFest event.




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The requested information is necessary to prepare an event layout map. Please return the application for approval of your products and offerings in order to ensure they are appropriate for this event. Be sure to sign and return this form indicating your understanding of the application to guarantee placement at the festival. Note that all spaces are allocated on a first come, first serve basis.

Please submit promotional samples or an itemized list of items to be offered in space provided:

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I understand that PortFest reserves the right to make any changes to this agreement with proper written notification to my organization.

**Hold Harmless and Indemnity Clause:**

Exhibitor, its officers, members and employees shall, through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend HEARTS of Port Washington, PortFest, Port Washington Union Free School District and, the town of Port Washington and their agents and employees from all liability, judgments, suits, costs and actions, including attorneys' fees and all costs of litigation of every kind and description brought or rendered against said parties as a result of loss, damage, or injury to persons (including death) or property by reason of any act or failure to act by the Exhibitor, its officers, members, and employees.

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This constitutes the sole, complete and binding agreement between the parties hereto:

\_\_\_\_\_  
*Name of Agent for PortFest*

\_\_\_\_\_  
*Exhibitor Organization Name*

\_\_\_\_\_  
*Signature of Agent for PortFest*

\_\_\_\_\_  
*Signature of Agent for Vendor*

PO Box 1192

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Address*

Port Washington, NY 11050-1192

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*City, State, Zip*

(516)472-2699

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Telephone Number*