



# 2010 Johnson County HEALTHY YARDS EXPO

9 a.m. to 3 p.m. , March 27, 2010

Lenexa Conference Center  
11184 Lackman Road, Lenexa KS 66219

**BUILDING A GREENER COMMUNITY**  
ONE YARD AT A TIME.



Presented by:



## VENDOR APPLICATION FORM

*Thank you for your interest in participating in the 2010 Johnson County Healthy Yards Expo!*

Kansas Healthy Yards and Communities is a new effort from 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.** THEY MUST BE BENEFICIAL TO THE ENVIRONMENT. Your exhibit must relate to at least one category of the Healthy Yards Self Assessment, found at [www.kansasgreenyards.org](http://www.kansasgreenyards.org):

\_\_\_\_\_  
 \_\_\_\_\_

**Booth fees** *Booths may be indoors or outdoors (in a heated tent). Make checks payable to the City of Lenexa.*

Vendor price: \$50\* # \_\_\_\_\_ Total \$ \_\_\_\_\_

Nonprofit discount: \$25\* # \_\_\_\_\_ Total \$ \_\_\_\_\_

**\* After February 1, vendor booths are \$75, nonprofit booths are \$35**

- I'd like to be a SPONSOR for just \$250. Please send me information.
- My booth needs electricity.
- Please send me show flyers.

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 Lenexa, c/o Mandy Stark  
 12350 W. 87th St. Parkway  
 Lenexa, KS 66215  
 fax: (913) 477-7689  
 mstark@ci.lenexa.ks.us

# 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 Overland Park, Kan., and the City of Lenexa, Kan., 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.

**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. All exhibits must show at least one tie into at least one aspect of the Healthy Yard Self Assessment, which can be found at [www.kansasgreenyards.org](http://www.kansasgreenyards.org). Table covers that reach the floor are required. EXPO MANAGEMENT encourages you to include live plant material in your booth space. There will be an award given to the best-designed booth.

**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. PAYMENT/CANCELLATION POLICY:** Payment for booth space will be due with the return of the enclosed contract. Payment may be refunded in all or part for notice received up to 14 days prior to the show set up date. Refunds will be issued only if the EXPO MANAGEMENT is able to re-rent your booth space.

**5. PARKING:** VENDOR must park in designated VENDOR parking spaces. Vendors may use handicapped spaces if they have official handicapped hang tag. 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 permissible 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 their booths until the show is closed at 3 p.m. Saturday.

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## REQUEST FOR SPONSORS

The Johnson County Healthy Yards Expo is seeking businesses and organizations to sponsor this show by donating \$250 or equivalent in-kind donation. Benefits of sponsorship include:

- Your company name on event informational pieces, such as media advertisements, program guides, press releases and general city events/publications in which the upcoming event is promoted.
- Your company banner prominently displayed onsite, during the event.
- Prime booth space at the event.
- Opportunity to distribute your company's promotional materials at the event, and more!
- An opportunity to demonstrate a service or product to the public as part of the event schedule is available; check for details - limited opportunities available.

*For details on the sponsorship levels, please contact Mandy Stark at [mstark@ci.lenexa.ks.us](mailto:mstark@ci.lenexa.ks.us).*