



January 12, 2018

Hello!

The Converse Economic Development Corporation (Converse EDC), CPS Energy and Build San Antonio Green proudly announce plans for:

The Seventh Annual Converse Goes Green Day!
When: Saturday, March 17 from 10 a.m. to 1 p.m.
Where: D.W. Rutledge Stadium Parking Lot
Judson High School Campus, 900 S. Seguin, Converse, Texas
(Rain Date: Saturday, March 24)

This community event is **becoming a tradition for Converse – and we want YOU to be there!** More than 300 people from Converse and the surrounding Northeast region attend – which means as a vendor and sponsor, you will have a **unique opportunity** to reach a large family-oriented crowd in a **growing market** with ***your message!***

Businesses and vendors are invited to participate in the following ways:

- **Sponsorship** – Sponsorship levels are enclosed – **Please fill out the attached Exhibitor/Vendor Application ASAP. ***Responses are due Feb. 16 *****
- **Advertising Opportunities** – A new Event Guide will be handed to all attendees at the event. See attached Application for more information.
- **Vendors** – You are invited to **exhibit at the event – *FOR FREE!!!***
 - **Fill out the Exhibitor/Vendor Application and return by Feb. 16.**
 - We will reserve a 10X10 spot for you to promote your business.
 - Vendors must provide their own table, chairs, and tent. (No electricity provided).
- **Door Prizes/Giveaways** – Throughout the day, door prizes will be announced. Please consider contributing a product or service to advertise your business.
 - **Drop off door prizes and giveaways by March 2.**

Thank you so very much for ALL you do for our residents and our community! We look forward to hearing from you -- and seeing you - *soon!*

Sincerely,


Kate Silvas
Executive Director

110 W. LEGION DR. • CONVERSE, TEXAS 78109

Phone 210.659.9163 Fax 210.960.6976

Web www.converseEDC.com



Exhibitor/Vendor Packet

Thank you for your participation in the 7th Annual Converse Goes Green Day.

Event Date: Saturday, March 17th, 2018

Rain Date: Saturday, March 24th, 2018

Location: D.W. Rutledge Stadium
900 S. Seguin
Converse, TX 78109

Event Time: 10am-1pm

Exhibitor Registration Fee: NO FEE, vendor space includes 1 (10X10) space without electricity
Unassigned spaces are first come first serve

Load-in Time: 8am-9am -Saturday, March 17th, 2018

All EXHIBITOR & VENDORS MUST BE SHOW READY BY 9:30am

Load-out time: Immediately after event, all exhibitors must be moved out by 3pm- day of show.

Parking: **10 MINUTE UNLOAD TIME.** Vehicles will need to promptly be moved to vendor parking area.

Attached is the participation agreement. Please review, complete form and submit by: **Feb. 16th, 2018**

All forms should be sent, delivered, or emailed to:

Converse Goes Green Day

C/O Converse EDC
110 W. Legion
Converse, TX 78109
klindquist@converseedc.com

Point of Contact: Kat Lindquist
Converse Economic Development Corporation
110 W. Legion
Converse, TX 78109
Office #: 210-659-9163
Fax #: 210-960-6976
Email: klindquist@converseedc.com

PARTICIPATION AGREEMENT

1. PARTICIPATION COVENANTS

- A. The participant agrees to abide by all rules and regulations adopted by Converse Economic Development Corporation (EDC) and agrees that Converse EDC shall have the final decision in adopting any rule or regulation deemed necessary prior to, during, and after the show.
- B. The participant agrees to observe all the laws of the jurisdiction in which the building is located. The exhibitor will not do anything directly or indirectly connected with their display which might be a violation on any laws, by-laws, ordinance or regulations of any government or regular body.
- C. The exhibitor agrees to obtain, at its own expense, any licenses or permits which are required, including without limitation, from governmental bodies, trade or business during the show and to pay all taxes that may be levied against it as a result of the operations of its trade or business in their space allocated.
- D. The exhibitor agrees to obey any nonsmoking regulations in effect at the facility and agrees to ensure that its officers, agents, employees, and those for whom in law they are responsible for, obey any such regulations.

2. DISPLAY

- A. The exhibitor agrees to occupy the exhibit space during the full term of the event and to exhibit only the products and/or information described in this contract.
- B. Converse EDC reserves the right, in its sole and unfettered discretion to: (i) determine the eligibility of exhibitors and exhibits for the show, (ii) reject or prohibit exhibits or exhibitors which Converse EDC considers objectionable, and (iii) relocate exhibitors or exhibits when in Converse EDC's opinion such moves are necessary to maintain the character and/or good order of the show.
- C. No materials advertising other company products may be passed out from this booth without Converse EDC approval and Converse EDC has the right to reject or prohibit any exhibit for any reason.

3. ASSIGNMENT AND SUBLETTING

The exhibitor shall not assign any rights under this agreement or sublet the space without the prior written permission of Converse EDC, whose permission may be arbitrarily withheld.

4. INSURANCE

The exhibitor shall be responsible for maintaining, at its own expense, during the period commencing on the first move-in date and terminating on the last move-out date, insurance coverage to insure the exhibitor against all claims of any kind arising from, or in any way connected with, the exhibitor's presence or operations at the show.

5. INDEMNITY/DEFENSE

- A. The exhibitor accepts all risks associated with the use of the exhibit space and environs. The exhibitor shall not make any claim or demand or take any legal action, whatsoever, against Converse EDC, City of Converse and/or JISD for any loss, damage or injury howsoever caused, to the exhibitor, its officers, employees, agents or their property.
- B. The exhibitor agrees to defend and indemnify and hold harmless Converse EDC, City of Converse and/or JISD, any sponsors and the facility, their respective officers, agents and employees, against all claims, costs and charges of every kind resulting from their occupancy of the exhibit space or its environs, for personal injuries, death, property damages or any other damage sustained by the officers, agents, employees or those for who in law they are responsible, or Converse EDC, City of Converse and/or JISD, or a visitor to the show.

6. EXHIBITOR'S PROPERTY

Converse EDC and Judson ISD assumes no responsibility for loss or damage there to any exhibit or property.

7. PROPERTY

The exhibitor is liable for any damage they cause to the facility or to any property, its agents or any other exhibitor. The exhibitor may not apply paint, lacquer, adhesive or other coating to the facility or to the property, its agents or any other exhibitor.

8. CANCELLATION AND TERMINATION

This agreement may only be cancelled if notice, in writing, is received by Converse EDC no later than **Friday, March 9th, 2018 by 12:00pm.**

9. REMOVAL OF EXHIBITS

The exhibitor agrees no display will be dismantled or goods removed during the entire run of the event, but will remain intact until the end of the final closing hour. The exhibitor also agrees to remove its display and equipment from the show site by the final move-out time (3pm day of show) limit or in the event of failure to do so, the exhibitor agrees to pay for such additional costs as may be incurred.

10. EXHIBITOR REGISTRATION

Participant agrees to complete the attached form that guarantees the promise to participate. Deliver signed form by mail, email, or in person by Feb 16th, 2018 to:

Converse Goes Green Day, C/O Converse EDC, 110 W. Legion, Converse, TX 78109

Email: klindquist@converseedc.com

11. ADDITIONAL INFORMATION

- On-site Security, but Converse EDC and/or JISD will not be responsible for stolen items.
- Converse EDC cannot guarantee traffic count and is NOT responsible for weather conditions.
- You must have a government issued health permit if serving/preparing food from your booth.
- Exhibitor/Vendor section is a first come first serve space. No holding or assigned spots will be given.

12. EXHIBITOR AREA

- Converse EDC will provide each vendor with a 10'x10' space (No furniture or tarp provided or electricity).
- **No Smoking and/or Alcoholic Beverages on premises.**

Please fill out the attached form and submit to Converse EDC. Submitting the completed form is an agreement to abide by all City of Converse rules and regulations.

13. SPONSORSHIP LEVELS

<p>TITLE SPONSOR----- \$5000 Certificate of Appreciation Acknowledgment During Event Placement of your Banners at the Event Name on Event Signs & Promotional Materials Feature Article in Event Booklet Full Page Ad in Event Guide (\$500 Value) Color Logo on Elect. Billboard on Loop 1604 Turn Key Booth With Electricity (if needed)</p> <ul style="list-style-type: none"> • One 10x10 Heavy Duty Pop Up Tent • One 8ft table • Two folding chairs 	<p>GOLD SPONSOR----- \$1000 Certificate of Appreciation Acknowledgment During Event Placement of your Banners at the event Name on Event Signs & Promotional Materials Half Page Ad in Event Guide (\$100 Value) Color Logo on Elect. Billboard on Loop 1604 Turn Key Booth (if needed)</p> <ul style="list-style-type: none"> • One 10x10 Heavy Duty Pop Up Tent • One 8ft table • Two folding chairs
<p>SILVER SPONSOR----- \$500 Certificate of Appreciation Acknowledgment During Event Name on Event Signs & Promotional Materials Half Page Ad in Event Guide (\$100 Value) Booth Options (if needed)</p> <ul style="list-style-type: none"> • One 8ft table • Two folding chairs 	<p>BRONZE SPONSOR----- \$250 Certificate of Appreciation Acknowledgment During Event Name on Event Signs & Promotional Materials Half Page Ad in Event Guide (\$100 Value)</p>

Exhibitor/Vendor Application

Green Day Information: (Everyone fill this part out and return)

1. Business Name: _____
2. Contact Person: _____
3. Mailing Address: _____
4. Business Phone Number: _____ Cell Phone Number (available on day of event): _____
5. Email Address: _____

I will donate a door prize! Please Specify Item: _____
(must be delivered to Converse EDC by March 2nd, 2018 no later than 12:00pm)

Vendor Information: (only fill out if you requested a space for Green Day)

Description of the product/service you're providing:

Do you have any special needs that require assistance (if yes, please describe)?

Exhibitor/Vendor Category (please select all that apply):

- | | | | |
|---------------------------------|---|--|---|
| <input type="checkbox"/> Crafts | <input type="checkbox"/> Energy/Energy Efficiency | <input type="checkbox"/> Water/Landscaping | <input type="checkbox"/> Community Organization |
| <input type="checkbox"/> Food | <input type="checkbox"/> Financial Services | <input type="checkbox"/> Converse Business | <input type="checkbox"/> Misc. Exhibits |

I will need a space AND would like to be a sponsor! (see item 13 in vendor packet)

Title Sponsor- \$5000 Gold Sponsor- \$1000 Silver Sponsor- \$500 Bronze Sponsor- \$250

10X10 Tent 10X10 Tent 8ft Table
 8ft Table 8ft Table 2 Folding Chairs
 2 Folding Chairs 2 Folding Chairs

Exhibiting Only

I will not attend the event, but I would like to be a sponsor.

Title Sponsor- \$5000 Gold Sponsor- \$1000 Silver Sponsor- \$500 Bronze Sponsor- \$250

I am interested in Advertising Opportunities in the Event Guide! (Ads due Feb. 16th)

Full Page - \$500 Half Page- \$100 Quarter Page- \$50
 8.5 in X 11 in 8.5 in X 5 in 4.25 in X 5 in
 Feature Article

I, _____, hereby agree that my company or I personally, will be present on the day of the event, if I have requested an exhibit space. I will submit any payment of elected sponsorship no later than Feb. 16th, 2018 to the Converse EDC offices. I agree to abide by any City of Converse rules and regulations that apply to this event.

Exhibitor Business Name

Authorized Signature

Date

****Please detach this page and send or email to klindquist@converseedc.com****