

March, 2017

Dear *EXPO-SEE* Participant:

Thank you for your interest in being a part of a new and exciting community event!

The **2017 EXPO-SEE** will be an excellent opportunity for your non-profit organization to present to the general public what makes you a unique and productive entity within the Carroll County Community. You will be among other like-minded groups and each has a special niche that contribute to the rewarding, volunteer-driven atmosphere in which we call our home.

We are pleased to be hosting **2017 EXPO-SEE** and to be able to provide an appropriate venue for your group to display, demonstrate and explain to the public what makes you tick. Thanks to the location, the *Dutterer Family Park*, adjacent to Door to Virtue Masonic Lodge on Monroe Street, Westminster, we are able to offer you plenty of area to set up and “do your thing!” There will be plenty of off-site parking and transportation for our visitors, as well as local food vendors and easy walkways throughout the Park. Your registration fee helps cover our infrastructure needs: sanitation, waste disposal and site lay-out expenses.

Please complete the attached **REGISTRATION FORM** and return it with your \$25. fee to get in on the Action! Return it to: *The Community Foundation of Carroll County, 255 Clifton Blvd., Suite 313, Westminster, MD 21157. Make your check payable to: CCFC/EXPOSEE.*

Please also review the accompanying **EVENT RULES**. They are simple and are what we would all expect from any visitor using our public property.

Thank you again for your being a part of **2017 EXPO-SEE** ! More information will be forthcoming.

Respectfully,

**2017 EXPO-SEE COMMITTEE**



2017 *EXPO-SEÉ*©: A NON-PROFITS' EXPO

**PARTICIPANT ENTRY FORM**

NAME OF ORGANIZATION: \_\_\_\_\_ (Print please)

TYPE (circle): NON-PROFIT SERVICE VOLUNTEER YOUTH OTHER \_\_\_\_\_

PRESIDENT OR RESPONSIBLE HEAD: \_\_\_\_\_

ADDRESS OF ORGANIZATION: \_\_\_\_\_

ZIP: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

CONTACT PERSONS:            NAME                      TELEPHONE                      EMAIL

1.)            \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

2.)            \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

DESCRIPTION OF BUSINESS/SERVICE/PURPOSE:

NATURE OF EVENT ACTIVITIES:

SPECIAL NEEDS FOR EVENT:

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

REGISTRATION FEE ENCLOSED: \$ \_\_\_\_\_ (\$25; payable to: CCCF/EXPOSEE)

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PROVIDE:

- ✓ Proof of Liability Insurance Coverage.
- ✓ Special Permits (Vendor's Food Permit/License, etc.)
- ✓ Other Pertinent Information-

2017 *EXPO-SEE*©: A NON-PROFITS' EXPO  
**SATURDAY, APRIL 22, 2017**  
(RAIN DATE: APRIL 23)

**RULES OF PARTICIPATION**

- **DISPLAYS-** Participants must provide their own tables, canopies/tents, chairs, and display materials and accessories. No electrical power will be provided at sites.
- **SET-UP** -Participants may *start set-up at 7:15 AM* on Event day; set-up must be *completed by 9:30 AM*. Vehicles unloading will be at *assigned paved off-load sites*. All participants *vehicles must be parked at designated off-site locations*.
- **TAKE-DOWN-** All participant set-up displays & equipment must be removed from site *starting at 4:15 PM and completed by 6:00 PM*. Display area must be cleaned of all litter and restored to original condition.
- **ASSIGNED SITE-** Participants will use pre-assigned set-up space (typically 12' x 12'); Your display must fit entirely within boundaries of your designated space. Only previously approved items may be displayed.
- **SECURITY-** Each participant organization is responsible for the security and safety of their property and the area encompassed by their display. Pets, including service animals, must be on a leash. Owner is responsible for cleaning up after their pets.
- **PERMITS-** Any required display/service permits are the responsibility of the participants. (Park Usage Permit has been obtained by host organization). All participants must adhere to the Park Rules/Regulations as posted on site.
- **NON-PERMITTED ITEMS-** No alcoholic, smoking or hazardous materials are allowed on Park property.
- **CLEAN UP-** Participants are responsible for all trash, litter, or recyclable materials from their respective sites. Provide receptacles for your individual site as needed; trash bags may be taken away or disposed in on-site dumpster unit.
- **CERTIFICATE OF INSURANCE-**Participant groups are required to provide a Certificate of Insurance.