



VENDOR REGISTRATION FORM

Form must be received by June 10, 2022 via email or online submittal

1. EVENT INFORMATION

When: June 25, 2022

Where: Central Park - Mishawaka, Indiana

Time: 11:00 AM - 2:00 PM

2. VENDOR INFORMATION

Agency/Organization: _____

Address: _____

City: _____ Zip: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

I/We are interested in event sponsorship

3. INDIVIDUALS WORKING EVENT

Must know name and title of ALL people working event ahead of time.

Name and Title: _____

Name and Title: _____

Name and Title: _____

4. EXHIBIT INFORMATION

While the content and information of your exhibit are yours to decide, please keep in mind the following:

- We would like for all vendors to have a mental health activity as part of their exhibit. Please let us know if you would like suggestions.
- There is **No Charge** for exhibit space and exhibitors.
- Setup begins at 9:00 AM.
- SCM will provide each vendor with one table and two chairs.
- You will be in charge of providing your own tent (No Stakes Allowed) if needed.
- If extra space is needed, please note below.

Description of Exhibit:

Comments/Additional Requests:

Contact Info: _____

Contact Info: _____

Contact Info: _____

More registration information on back



VENDOR REGISTRATION FORM...CONTINUED

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5. ADDITIONAL INFORMATION

Applications for Entry

Complete and return the Exhibitor Registration Form via email (sandersj@mishawaka.k12.in.us) or online at www.MishawakaSchools.com/OneDay. Form must be received by June 10, 2022.

Check-in and Set-up

Check-in will begin at 9:00 AM on June 25, 2022, 2 hours prior to the start of the event.

Exhibitor's Responsibility

Exhibitor booths must be staffed at all times during the event. An exhibitor of the event, and affiliated agents or employees may not enter another exhibitor's booth space without the latter exhibitor's permission. Exhibitors shall abide by and observe all laws, rules and regulations of the federal, state and city governments, as well as School City of Mishawaka, City of Mishawaka, and Mishawaka Park facilities. This includes regulations regarding labor jurisdictions. All decorations and electrical wiring and fixtures must comply with local fire laws; state and local fire regulations must be followed.

Closing and Tear Down

Tear down cannot begin until after the end of the event, unless otherwise indicated or arranged.

Photo Release

We occasionally use photographs or videos of our exhibitors in promotional materials. By virtue of your attendance, you automatically agree to usage of your likeness in such materials.

Photography and Taping

No photography and/or video recording will be permitted without prior written authorization by School City of Mishawaka.

COVID-19 Considerations

All vendors are expected to abide by the safety regulations outlined by the St. Joseph County Health Department for public events. These guidelines include, but are not limited to, current guidance regarding mask wearing and safe social distancing. The guidelines are subject to change up until the day of the event. Any vendor not in adherence with the safety regulations will be asked to leave.

6. AGREEMENTS

Application and Rules Agreement

I have read and will comply with the rules of School City of Mishawaka, City of Mishawaka, Mishawaka Parks Department, and the One Day in the Sun event and I will comply with all applicable laws.

Authorized

Signature: _____

Date: _____

Release and Indemnification Agreement

For and in consideration of School City of Mishawaka allowing the person applying to participate in the One Day in the Sun event, the participant hereby releases and agrees to indemnify and hold harmless School City of Mishawaka, City of Mishawaka, Mishawaka Parks Department, and their agents, employees, and officials from any and all actions, causes of action, claims, damages, demands, judgments, executions, costs, expenses, including: attorney fees, and all other claims for damages whatsoever which may hereby be made, instituted, filed or recovered against School City of Mishawaka, City of Mishawaka, Mishawaka Parks Department, their agents, employees, and officials by the undersigned and any other person as a result of participating in this event. The person executing this release is duly authorized to do so on behalf of participant.

Authorized

Signature: _____

Date: _____

***We look forward to your participation
in our Mental Health Fair!***

Questions/Concerns:

Jenny Sanders
Coordinator of Employee Benefits and Wellness
School City of Mishawaka
Email: sandersj@mishawaka.k12.in.us
Phone: 574.254.4504