

SAG HARBOR ENERGY FAIR 2008

Participation Form

This may serve as a ***Letter of Agreement*** between the **Sag Harbor Whaling & Historical Museum**, 200 Main Street, Sag Harbor, NY (“**SHWHM**”) and _____ regarding participation in the ***Sag Harbor Energy Fair*** scheduled for Saturday & Sunday, July 12 & 13, 2008. The ***Energy Fair*** will take place on **SHWHM** grounds [Saturday 10-5 pm, Sunday noon-5 pm] and will serve a public education function consistent with the **SHWHM**’s mission and institutional purpose.

This ***Letter of Agreement*** sets forth a general understanding and expectations between the **SHWHM** and ***Sag Harbor Energy Fair*** participants. All participants shall defend, indemnify and hold harmless the **SHWHM**, the fair’s sponsors, employees, volunteers and representatives from and against any and all liabilities, claims, demands, expenses, fees, fines, damages, penalties, suits, proceedings, actions, and causes of any and every kind and nature arising or growing out of or in any way connected with the Participant’s occupancy at the ***Sag Harbor Energy Fair***.

SHWHM will provide:

- One 10’ by 10’ booth space, one table & chair [tented spaces are first-come, first-served; **please reserve EARLY!**]
- Marketing (e.g., site signage, press releases, advertisements in print & broadcast media, posters & banners, web site development & links)
- Site preparation (tent rental and set-up, tables & chairs, portable lavatories)
- Security (overnight)
- Staffing during the event

Sag Harbor Energy Fair Participant agrees to:

- Assume responsibility for all set-up, take-down & staffing of own display
- Cooperate with timely set-up and take-down schedules as determined by the **SHWHM** (set-up is Friday, July 11; take-down starts Sunday July 13 after 5 pm; site must be cleared by end of day, Monday, July 14)
- Participation fee of \$250 to defray set-up costs & marketing (fee is waived for ***Sag Harbor Energy Fair*** sponsors and **not-for-profit** participants). Participation fee is due at signing of contract.

Energy Fair 2008 Participant

Date

[On a separate sheet of paper, please describe the products or services you will be promoting. Please indicate if you have a public program or suggestion to offer (Saturday only). Thank you!]