



8th Annual Back to School Picnic Participant Form

Sunday August 20, 2017 – 12:00 – 3:00pm

Our growing, one-day event held at Proksa Park brings in approximately 2,000 people , will feature lunch, school supply giveaways, information booths, **meet & greet with South Berwyn School District 100 Teachers & Principals** and much more. Mail completed form by **Monday, August 14, 2017** in order to reserve your space. Space is first-come, first-serve basis. Space must be paid in full to be considered reserved. **Please see reverse side for Terms & Conditions.**

Join the fun & be part of our event!

Contact Name: _____

Agency Name: _____

Address: _____

Phone #: _____

Email: _____

I acknowledge reading the Terms & Conditions on the reverse side. **Signature:** _____

Please check all boxes that apply:

\$25 Participant \$10 Electricity Purpose of Electricity _____

Enclosed is my check in the amount of _____, payable to the BERWYN PARK DISTRICT.

Mail this portion of the form along with your payments to:

**Berwyn Park District
3701 S. Scoville Ave
Berwyn, Illinois, 60402**

**For questions, please contact
Cody Brown
Events and Recreation Manager
Berwyn Park District
708-956-7870
cbrown@berwynparks.org**

Terms & Conditions

- 1. Booth Size & Placement:** Booth sizes are 10 feet by 10 feet. Participants may purchase no more than two booth spaces. Participants must provide their own tent, booth, tables, chairs and signage. Participants must also bring their own 100 foot extension cord and lighting. The BPD will only supply electricity. Participant locations will be assigned by the BPD and will be available prior to the event. We reserve the right to relocate a participant when necessary, even after space has been assigned. In addition, the BPD reserves the right to turn down and limit the number of participant booths based on the nature of the service.
- 2. Exclusivity:** The BPD does not grant or ensure the exclusive right of participants to offer any service and reserves the right to disallow any services for any reason at the BPD's full discretion.
- 3. Electrical Requirements:** The BPD can provide a participant booth with electricity for the cost of \$10. When requesting the use of electricity, the participant must provide the BPD with a complete list of items that will require electricity or a description on how the resource will be utilized at the time of the event to accommodate your needs. In some cases, the request may be denied due to District's electrical limitations &/or participant usage uncertainties at the time of the reservation. Participants must also provide their own undamaged extension cords and any accessories, such as splitters and power strips, to aid in distributing all electrical power within their booth. The BPD will only deliver the electricity up to or in close proximity to each participant's booth but will make every effort to accommodate additional requests, depending on the circumstances. At the event, participants might be required to provide documentation to confirm that the resource has been purchased.
- 4. Set-Up & tear-Down:** Each participant is responsible for set-up, tear-down and clean up of booth space. Set-up time begins at 10:00am and be completed by 11:30am on Sunday, August 20, 2017. For the safety of visitors, you will not be allowed to use any motorized vehicle on the premise after 11:00am. Tear-down will take place after the Back to School Carnival ends at 3:00pm. No motorized vehicles will be allowed in the park before 3:15pm. Trash containers will be available.
- 5. Participant releases and discharges, covenants not to sue and agrees to indemnify the BPD and the City of Berwyn and their officers, employees, agents, representatives and volunteers from any and all known or unknown damages, injuries, losses and judgments and/or claims from any cases whatsoever that arise in any way from the event or this Application/ Agreement, including attorneys' fees and costs incurred by the indemnified parties.**
- 6. Violations by Participant of any terms in this agreement or any specific event rules as set forth by the Berwyn Park District will render this contract void. Upon violation, the Berwyn Park District may, at its discretion, require Participant to immediately cease operation at the event, and, within a reasonable period of time, remove all items and equipment, without reimbursement of any expense or fees paid by Participant.**
- 7. Participant must return this Application/Agreement to the Berwyn Park District on/or before Monday, August 14, 2017. Cancellations after this date will not be eligible for a refund.**

