

Community/Service Agency Community Outreach Packet M-NCPPC



**Saturday, October 5, 2019
Watkins Regional Park
301 Watkins Park Drive
Upper Marlboro, MD 20774**

Community/Service Agency Community Outreach Representative Information

Kinderfest is a signature M-NCPPC event that focuses specifically on children and attracts 15,000-18,000 participants. Kinderfest features festivities, programs, and entertainment for a family fun day. Kinderfest is always a very special day for our community, and this year we hope that you can participate as a “Community Outreach Representative” – formally known as “Interactive Exhibitor”. A “**Community Outreach Representative**” provides participants with information and take-aways about their community. Representatives are not allowed to sell any items at this event. The annual fall festival for children will be held on **Saturday, October 5, 2019 at Watkins Regional Park, from 12 pm until 5 pm**. *Kinderfest will be held rain or shine*. Please read the “Community Outreach Packet” and application thoroughly for registration/application fees, rules, and regulations.

Community Outreach Space Information

Interactive Exhibit spaces will be about 6’x 3’, which is the “standard” table size and will include two chairs. If additional chairs are needed, exhibitor will need to provide. Kinderfest does not provide tents for exhibitors. **Each Community Exhibitor will be responsible for staying set up until 5 pm, the removal of their trash to the appropriate receptacle provided on the festival grounds, and vacating the premises by 6 pm.** *Please note the festival attracts a large group of people, so please remember this when you are preparing to bring handouts/giveaways, etc...*

Registration/Application Information

Registration deadline (office stamped or post office stamped) is **Friday, September 6, 2019**, by the end of the business day (5 pm). Spaces are limited; therefore, exhibitor acceptance will be based on a completed application, which includes the participant agreement/application, and liability waiver. A fee is NOT charged to Community/Service Agencies.

Applications will be reviewed by the Community Outreach Committee and e-mail notification will be given within ten (10) business days. One week prior to the event, additional information will be provided to representatives regarding the festival.

Rules and Regulations

~Set-Up and Departure

- *Set-up begins at **10 am**; exhibitors may not be allowed to set up after **11 am**.
- * Set-up in assigned area, as changing spaces will not be permitted.
- * For safety of our patrons, exhibitors are required to stay at exhibit location until 5 pm, but must clear the area by 6 pm

~ Exhibitors are expected to:

- * Park cars in designated vendor/community outreach parking area.
- * Cease from playing music, due to festival entertainment located in nearby areas.
- * Provide their own electricity if needed; the festival does not provide electricity.

~The sale and consumption of alcohol is strictly prohibited

FOR MORE INFORMATION, PLEASE CONTACT:



Brittany Russell at 301-464-3495
Brittany.Russell@pgparks.com





Community Outreach Committee

2019 Community Service/Agency Outreach Representatives Participation Agreement/ Application

Check-List of Items for a complete Application

- _____ Participation Agreement/Application
- _____ Review, accept, and comply with all of the Rules and Regulations listed in this packet

Community Organization Name: _____

Contact Person _____

Address: _____

Phone (Home) _____ **(Work/Cell)** _____

E-mail _____

What materials will you distribute? _____

What will your set-up consist of? _____

LIABILITY WAIVER

Applicant agrees to indemnify and hold harmless the Maryland-National Capital Park and Planning Commission from and against all actions, liability, claims, lawsuits, damages, costs or expenses of any kind which may be brought or made against the Commission or which the Commission must pay and incur by reason of or in any manner resulting from injury, loss or damage to person or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this application.

Applicant's Signature

Date

Submit completed packet by **September 6, 2019**