



## **Exhibitor Package**

### **Celebrate America Recycles Day with the SWA**

Saturday, Nov. 12, 2022 (Rain or Shine)

Event Hours: 10 a.m. – 2 p.m.

Each of us must do our part to Reduce, Reuse, Recycle and Rethink! how we dispose of all our garbage, recyclable and household hazardous wastes. That is why we need Exhibitors like you at the *Celebrate America Recycles Day with the SWA* event to help demonstrate that it takes us all to do our part for a sustainable future.

We are targeting businesses and organizations that have a strong commitment to sustainable practices and environmental stewardship to exhibit how they have Reduced, Reused, Recycled or Rethought their waste disposal practices. This isn't your usual promotion booth. We want you to tell your story on your efforts to reduce waste or be sustainable.

Exhibitor space is provided on a first-come first-served basis.

#### **This family-friendly event features:**

- Tours of the SWA's Renewable Energy Facility 2, Education Center, and Recovered Materials Processing Facility (recycling center).
- Bus tour of the SWA's Landfill and Home Chemical and Recycling Center.
- A Kids' Corner to inspire the next generation to become the recycling leaders of tomorrow.
- FREE shred event from 8 a.m. to 10 a.m. (up to 6 boxes/vehicle)
- Toys for Tots gift drive
- Free SWA Scavenger Hunt

#### **To get involved:**

- Review the Exhibitor Opportunities on page (attached)
- Scan/email or mail the Exhibitor Application
- Scan/email or mail the Exhibitor Release Form, if applicable
- Scan/email or mail the certificate of insurance

**Each potential Exhibitor must fill out the application and submit the appropriate documentation once their participation is confirmed**

## Exhibitor Opportunities

Yes, my organization is a leader in sustainability, and I want to become an Exhibitor/Food Vendor. Our involvement will be:

Standard Exhibitor <i>Includes one 10'x10' tent, one table and two chairs. If bringing own tent, it must meet the criteria outlined in General Rules about tents.</i>	FREE	<input type="checkbox"/>
Vehicle Exhibition <i>Do you have a recycle truck or machinery you would like to showcase in our vehicle exhibition?</i>	FREE	<input type="checkbox"/>
Food Truck Vendor	FREE	<input type="checkbox"/>

## Exhibitor Application

As an Exhibitor, I agree to abide by all the General Rules, Food Truck Vendor Requirements, and the Facility Rules and to indemnify and hold the SWA and its event partners harmless from all claims arising out of my participation in the events.

\_\_\_\_\_

Legal Name of Organization

\_\_\_\_\_

Street Address

\_\_\_\_\_

City, State Zip

\_\_\_\_\_

Business Phone

\_\_\_\_\_

Event Contact Name

\_\_\_\_\_

Title

\_\_\_\_\_

Signature

\_\_\_\_\_

Event Contact Phone Number

\_\_\_\_\_

Event Contact Email

**For more information or if you have questions, contact:**

Patti Hammond  
 Solid Waste Authority of Palm Beach County  
 561-640-8952  
[phammond@swa.org](mailto:phammond@swa.org)

## General Rules

- No **alcoholic beverages** may be sold or consumed at any time during this event.
- **Decorations and signage** may be used for the event but must be removed after the event. Use of nails and staples is prohibited. Only non-stick painter's tape, plastic "zip-ties," string or similar material may be used. All SWA facilities must be cleaned to their original condition after the event. Any reusable items can be donated to Resource Depot.
- **Electrical** service is NOT available at any location on the Palm Beach Renewable Energy Park footprint. If electrical service through a generator is needed, all extension cords shall be appropriately covered to prevent falls or other injuries by event visitors or other users.
- The use of **fireworks or other explosive devices** is NOT permitted during the event.
- No **animals**, except service animals and exhibit animals, are allowed to be brought to the event by attendees, Vendors or Sponsors, unless prior approval is obtained from the Risk Director or his/her designee.
- Central **potable water** service is NOT available at any location on the Palm Beach Renewable Energy Park footprint.
- The **sale of merchandise**, food or beverages by outside vendors on event facilities is permitted for this event.
- The use of a **stage, bleachers, bounce houses or water amusements** by Vendors or Sponsors is NOT permitted.
- All vendor **tents** should be temporary 10x10 foot "pop-up" tents or canopies with no sides or stakes driven into the ground. Weights must be used for securing the tents or canopies. Larger tents are required to adhere to Palm Beach County Ordinance related to fire prevention. Tables and chairs are permitted.

## Food Vendor Requirements

Food vendors must provide a current license from Department of Business and Professional Regulation or Department of Agriculture and Consumer Services, be able to pass inspection and comply with the following additional requirements:

- Placing hot coals in trash containers is prohibited.
- Extinguish all fires and cooking areas before exiting the event facilities.
- No cooking allowed under tented areas or canopies.
- No glass containers allowed for dispensing beverages.
- No dumping of fuel allowed.
- Provide a minimum of one operational 5 lb. Class A or B rated fire extinguisher in each cooking area subject to inspection by the Fire Inspector. No exceptions. Failure to comply will result in the vendor ceasing all activities until a working extinguisher is provided.
- Trash must be deposited in appropriate containers and secured properly.
- Secure cooking gas, helium and other combustible materials to prevent falling and spilling. Unsecured tanks are prohibited and may not remain in the event facilities.
- Helium and propane tanks must have all appropriate covers or caps in place.
- Vendors may not sell alcoholic beverages.

## Facility Rules

1. Any activity on SWA property must be conducted according to applicable laws, rules, regulations and city and county ordinances.
2. SWA facilities are a non-smoking and drug-free environment.
3. Members of the Event Steering Committee will inspect all public use areas prior to set up to determine whether the area is suitable and safe for such use. If such inspection reveals that such area is not suitable and safe for the intended use, the area shall not be used until the area is made suitable and safe for such use.
4. All garbage and recyclables are to be collected in authorized receptacles to be provided and removed by SWA or its contractors.
5. There will be no modification to any event area, including digging, underground installations or pruning of foliage, without prior, specific permission of the SWA.
6. No weapons are allowed on SWA property, consistent with the provisions of Florida Statutes.
7. No types of lighted candles may be used on SWA property.
8. The members and guests associated with this event are responsible for ensuring compliance with all laws and ordinances that are in effect for this area.
9. All motor vehicles and heavy equipment shall use the paved surfaces at all times. Driving on grassy or mulched areas is not allowed.
10. The SWA property is under 24-hour video surveillance.
11. No fishing, hunting, boating, swimming or fruit picking is allowed.
12. Required fire exits may not be blocked. All exits must be kept clear and unobstructed.

