

SAG HARBOR ENERGY FAIR 2009

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, July 11, 2009. The ***Energy Fair*** takes place on **SHWHM** grounds (Saturday 10 am-5 pm) and serves as a public program consistent with the **SHWHM**’s mission and institutional purposes.

This ***Letter of Agreement*** sets forth general understandings 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 & folding 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, lavatories)
- Staffing during the event

Sag Harbor Energy Fair Participant agrees to:

- Assume responsibility for all display materials, set-up, take-down & staffing of booth
- Cooperate with timely set-up and take-down schedules as determined by the **SHWHM** (set-up is Saturday, July 11 from 6am to 9am; take-down starts Saturday after 5 pm; it is anticipated that all participants will remain for the duration of the Fair)
- 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 2009 Participant

Date

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