



2024 \$AVE GREEN BE GREEN EXHIBITOR AGREEMENT

Join us at New Hope Baptist Church on Thursday, June 6th, 2024, for the 2024 \$ave Green Be Green Conference (\$GBG). This conference is a no-cost annual workshop, hosted by the Denver Agency for Human Rights & Community Partnerships' Office of Nonprofit Engagement (D-ONE), where Denver serving nonprofits, faith-based organizations, individuals and businesses network and connect with resources and funding that will help them not only be cost-efficient, but energy-efficient as well.

Applications are now open for businesses, government entities and nonprofits to table at the Exhibit Hall. The Exhibit Hall will be from 8:30 AM to 5:00 PM. The set-up time will be from 6:45 AM to 8:00 AM. The break-down time will be from 5:00 PM to 5:30 PM.

Exhibitors must be available and have someone always manning their booth. We request the presence of two people for the booth, and two people to take part in the conference. **Exhibitors must also register for the conference, so we have accurate counts for breakfast and lunch.**

Spots are limited.

If you are accepted, D-ONE will contact you via email to confirm your participation.

Questions? Email us at D-ONE@denvergov.org.

EXHIBIT SPACE

The Exhibit Space consists of:

- One table and 2 chairs.
- Exhibitor will use table(s) and chairs provided by the event organizer unless alternative arrangements have been made ahead of time.
- Opportunity to distribute information to the conference attendees.
- Opportunity to promote your business on-site with coupons and promotional materials.
- Exhibitor agrees that booth location is determined by event organizers.
- Exhibitor agrees that all booth decorations must be flame retardant and meet fire code regulations and stay within the boundaries of allotted exhibit space.
- Exhibitor agrees to behave in a professional manner. Any Exhibitor suspected of unruly or uncooperative behavior during the event, set-up or take-down, will be dismissed from the event.
- The Exhibit Hall must operate all hours of the event and Exhibitors may not leave prior to close of the Exhibit Hall unless previously agreed upon with event organizers.
- Exhibitors are required to leave the space clean at the end of the day. Exhibitors must remove all residue or waste products, as well as signs, decor, etc. at the end of the exhibit.



- Exhibitors assumes all risk and liability associated with the event including theft and climate weather of any type.

CANCELLATIONS

Exhibitors must notify event organizers in advance if they are unable to attend the event for any reason. All cancellations must be made by phone or email.

SET-UP/BREAK-DOWN

Exhibitors can begin setting up at 6:45 AM and be ready by 8:30 AM. The Exhibit Hall will be open until 5:00 PM. The break-down time will be from 5:00 PM to 5:30 PM.

WEATHER

The \$ave Green Be Green Conference is mainly indoors and will take place rain or shine. With exceptions for cases of extreme or dangerous weather, the event will take place regardless of rain, heat, or cold. In cases of severe weather, event organizers may cancel the event. Exhibitors will be notified of cancellations.

LIABILITY

In no event, shall D-ONE, the City and County of Denver, and event organizers, nor their representatives, contractors, nor sponsors of the Event be responsible for any injury, loss nor damage that may occur to the Exhibitor's employees, agents, contractors, representatives, or property from any cause whatsoever. It is the Exhibitor's responsibility to protect machinery, and exhibits so that no injury will result to the public visitors, guests, or persons, or property. If property does not appear to be properly maintained, it will be promptly withdrawn from the event site. All property of the Exhibitor is understood to remain in Exhibitor's care, custody and control in transit to, from, or within the confines of the event area. The Exhibitors expressly release, hold, keep, save harmless and indemnify the foregoing persons and entities, named organizations and committees, and individuals from and against all claims for such a loss, damage, or injury.

FORCE MAJEURE

D-ONE, the City and County of Denver, and event organizers shall not be liable for any cancellations, delays or failures in performance due to circumstances beyond its control. In case of cancellation of the Event or unavailability of the Event Space for specified use due to war, governmental action or order, act of God including, but not limited to, weather, fire, strike, labor disputes, or any other cause beyond D-ONE, the City and County of Denver, and event organizers' control, this agreement shall terminate. In case of damage to the Exhibitor through war, governmental action or order, act of God, including, but not limited to, weather fire, strike, labor disputes, or any other cause beyond D-ONE, the City and County of Denver, and event organizers' control, the Exhibitor expressly waives all liability and completely releases and holds harmless D-ONE, the City and County of Denver, and event organizers of



**OFFICE OF
NONPROFIT
ENGAGEMENT**

**DENVER HUMAN RIGHTS &
COMMUNITY PARTNERSHIPS**

and from any and all claims for damage to person and property and agrees that D-ONE, the City and County of Denver, and event organizers shall have no liability whatsoever.