



Rebuilding Together of the Palm Beaches - SWA Soiree
and
Resource Depot - SWA Run AWAY 5K Trail Run/Walk

Sponsor and Exhibitor Package

Saturday, April 2, 2016
 7:30 a.m. - Run AWAY 5K Trail Run/Walk
 9 a.m. - 2 p.m. - Soiree
 9 a.m. - Free Shred
 9 a.m. - Home Chemical Drop-off
 Rain or Shine

www.SWA.org/Soiree





Dear Prospective Sponsor or Exhibitor:

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 Sponsors and Exhibitors, like you, at the second annual *Soiree* and *Run AWAY 5K Trail Run/Walk* to help demonstrate that it takes us all for a sustainable future. Exhibitor spaces are limited, so contact us today!

On Saturday, April 2, at 7501 N. Jog Road in West Palm Beach, the Solid Waste Authority is partnering with two local non-profits - Rebuilding Together of the Palm Beaches and Resource Depot - to show that industry and nature can successfully coexist on the same footprint. We're seeking more than 50 exhibitors to showcase innovative products or new ideas/technologies in all industries (auto, marine, retail, manufacturing, construction, etc.) so attendees can immediately use or apply what they experience. We anticipate the *Soiree* becoming the regional marketplace for unique green/sustainable/environmentally-friendly items.

This family-friendly event features:

- A 5K trail run/walk expected to host 200 runners. Runners can *Rethink* how industry and nature can coexist on the same working footprint as they experience a run or walk through 3.1 miles of the SWA's Greenway Trail System, which shares property with two renewable energy facilities and overlooks a landfill, and the Grassy Waters Preserve Owahee Trail.
- A FREE shred event will help residents *Recycle* their personal paperwork.
- A FREE home chemical collection will *Reduce* the amount of chemicals that enter our landfill.
- Local fashion innovators will showcase their creative ideas during a recycled fashions fashion show to highlight the *Reuse* of items that are regularly thrown away.
- And a Kids Corner will inspire youths with unique ideas to *Reduce, Reuse, Recycle and Rethink*, so they can become the leaders in waste management and recycling of tomorrow.

You are invited to be an essential part of this special community event by becoming a Sponsor or Exhibitor of the *Soiree* and/or *Run AWAY 5K Trail Run/Walk*. Exhibitor packages for governments, nonprofits and businesses are outlined below. The Sponsorship deadline is March 18, 2016.

Specific event details can be found online at www.SWA.org/Soiree. For additional information, call Sara Previs, SWA Public Affairs and Recycling Department, at 561-640-4000, ext. 4726.



Demonstrate your sustainability leadership by becoming a Sponsor or Exhibitor today for:

Run AWAY 5K Trail Run/Walk

More than 200 runners are expected to greet the early morning with a trail run/walk over 3.1 miles of the Solid Waste Authority of Palm Beach County's Greenway Trail System and Grassy Waters Preserve Owahee Trail. Exhibitors can set up at their reserved booth location near the starting line as early as 6:30 a.m. Then after the awards ceremony at 9 a.m., exhibitors may move their display to a reserved space on the Soiree footprint. The trail run/walk will take place rain or shine, with a 300 runner maximum. Each participant will receive a giveaway bag with Sponsor information inside.

Shred Event

At the last free shred event on the Palm Beach Renewable Energy Park footprint, more than 260 cars went through the shred line. Each resident received a giveaway bag with Sponsor information inside. With the new location at the landfill, next to the event parking area, 6890 N. Jog Road in West Palm Beach, we expect and are prepared for even more participation. Only Sponsorships are available for this location.

Soiree

The main public draw, the Soiree, will showcase more than 50 Exhibitors from all industries to demonstrate how they are doing their part to *Reduce, Reuse, Recycle and Rethink*. Another 10 Exhibitors are expected for the Kids Corner. There is also room for 4 food trucks. Each attendee will receive a giveaway bag with Sponsor information inside. The Soiree will happen at the SWA's Administration parking lot, 7501 N. Jog Road in West Palm Beach from 9 a.m. to 2 p.m., rain or shine.

To get involved:

- Review the Sponsorship / Exhibitor opportunities (p. 4)
- Fax, scan/email or mail the Sponsor / Exhibitor Application (p. 5)
- Fax, scan/email or mail the Indemnification waiver, if applicable (p. 8)
- Fax, scan/email or mail the Certificate of Insurance (p. 9)

The Sponsorship deadline is March 18, 2016.

Proceeds from the event will benefit the event co-partners:

[Rebuilding Together of the Palm Beaches](#) and [Resource Depot](#)

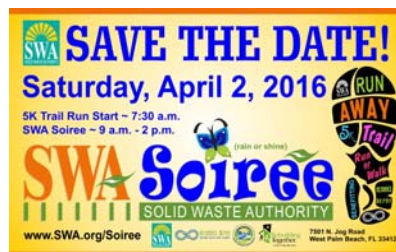
www.SWA.org/Soiree

SWA Soiree and Run AWAY 5K Trail Run Sponsorship Participation Levels

Sponsorship Participation Levels	Run AWAY 5K Trail Run Supporting Sponsor	SWA Soiree Supporting Sponsor	Run AWAY 5K Trail Run Signature Sponsor	Shred Signature Sponsor	SWA Soiree Presenting Sponsor	Media sponsor: 1 TV 1 print 1 radio
Investment	\$500	\$500	\$1,500	\$2,500	\$5,000	TBD
Display booth: with 6-ft table and 2 folding chairs	X	X	X		X	X
Company name in SWA Soiree event program handed to all attendees	X	X	X	X	X	X
Company name with link to your website on SWA Soiree event webpage	X	X	X	X	X	X
Company logo/name on SWA Soiree event print flyers and posters	X	X	X	X	X	X
Banner space at Shred or 5K Trail Run site (6-ft x 4-ft, vendor provided)	X	X	X	X	X	X
Company logo/name plus showcase (up to 100 words) on Soiree webpage			X	X	X	X
Banner space at interior of Soiree (6-ft x 4-ft, vendor provided)					X	X
Recognition as a premier sponsor on all Soiree advertising as appropriate (print, radio, television and internet)			X	X	X	X
Flyer (provided by March 24) placed in Shred and Hazardous Waste drop-off giveaway bags (up to 1,000 pieces)	X	X	X	X	X	X

For \$100, an Exhibitor can have a 1-page flyer or postcard placed in the Shred and Hazardous Waste drop-off giveaway bags (up to 1,000 pieces provided by Exhibitor). Deadline for this opportunity is Tuesday, March 16, 2016.

There will **not** be an Exhibitor fee for either the Run AWAY 5K Trail Run/Walk or the Soiree again this year. Exhibitor space is limited to 60 spaces. Confirmation will be done on case-by-case basis. Priority will be given to those organizations that can showcase innovative products or new ideas/technologies/personal behaviors from all industries (auto, marine, retail, manufacturing, construction, etc.) so attendees can immediately use or apply what they experience to do their part. Each potential Exhibitor must fill out the Application and submit the appropriate documentation once their participation is confirmed. A 6-foot table and two chairs will be provided to confirmed Exhibitors. A tent can be brought as long as it meets the criteria outlined in General Rules.



www.SWA.org/Soiree

Sponsor / Exhibitor / Food Vendor Application

Rebuilding Together of the Palm Beaches / SWA Soiree and Resource Depot / SWA Run AWAY 5K Trail Run

Yes, my organization is a leader in sustainability, and I want to demonstrate that by becoming a Sponsor / Exhibitor / Food Vendor during the Soiree and/or Run AWAY 5K Trail Run. Our involvement will be:

Exhibitor (check as appropriate for consideration)

- Business / For Profit Soiree - FREE
- Business / For Profit 5K Trail Run - FREE
- Government / Nonprofit Soiree - FREE
- Government / Nonprofit 5K Trail Run - FREE
- Add-on, YES, I want to include my Company flyer in the giveaway bag - \$100

- Food Vendor**

- Kids Corner (Education focused)**

- As a Sponsor / Exhibitors, I agree to abide by all of the General Sponsor / Exhibitor Rules and to Indemnify and hold the SWA and its Event partners harmless from all claims arising out of their participation in the events.

Sponsor (check as appropriate)

- Soiree Signature Sponsor - \$5,000
- Shred Signature Sponsor - \$2,500
- Run Away 5K Trail Run Signature Sponsor - \$1,500
- Soiree Supporting Sponsor - \$500
- Run Away 5K Trail Run Supporting Sponsor - \$500
- Media Sponsor - Offer

Legal name of organization

Street address

City State Zip Business phone

Event contact name | Event contact phone number | Event contact email

Federal Tax ID/EIN #

**Please make check payable to
Rebuilding Together of the Palm Beaches
and mail all appropriate forms to:
SWA - Soiree and Run AWAY 5K Trail Run/Walk
7501 N. Jog Road
West Palm Beach, FL 33412
Attn: Sara Previs, Public Affairs and Recycling**





General Rules

- **Alcohol** - No alcoholic beverages may be sold or consumed at any time during this event.
- **Decorations and Signage/Clean-up** - 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 unwanted reusable items can be donated to Resource Depot.
- **Electrical Service** - 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.
- **Explosive Devices** - The use of fireworks or other explosive devices is NOT permitted during the event.
- **Pets** - 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.
- **Potable Water** - Central potable water service is NOT available at any location on the Palm Beach Renewable Energy Park footprint.
- **Sale of Goods and Services** - The sale of merchandise, food or beverages by outside vendors on Event Facilities is permitted for this event.
- **Stage/Bleachers/Bounce Houses and Water Amusements** - The use of a stage, bleachers, bounce houses or water amusements by Vendors or Sponsors is NOT permitted.
- **Tents** - All vendor tents should be temporary 10x10 foot "pop-up" tents or canopies with no sides or stakes driven into the ground. Weights may be use 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 Rebuilding Together/SWA Soiree Event Steering Committee will inspect all public use areas prior to set up to determine whether or not 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. Event attendees are not to cross N. Jog Road by foot for any reason. Sufficient efforts must be made to ensure this does not happen. Event volunteers may cross N. Jog Road as needed to access the volunteer parking area.
10. All motor vehicles and heavy equipment shall use the paved surfaces at all times. Driving on grassy or mulched areas is not allowed.
11. The SWA property is under 24-hour video surveillance.
12. No fishing, hunting, boating, swimming or fruit picking is allowed.
13. Required fire exits may not be blocked. All exits must be kept clear and unobstructed.



YOUR PARTNER FOR
SOLID WASTE SOLUTIONS

SPONSORSHIP/EXHIBITOR RELEASE FORM

The undersigned participant (“Participant”) desires to participate in the *Rebuilding Together of the Palm Beaches and Solid Waste Authority of Palm Beach County Soiree* and/or *Resource Depot and Solid Waste Authority of Palm Beach County Run AWAY 5K Trail Run/Walk* on Saturday, April 2, 2016. Participant acknowledges that there is an inescapable risk of property damage, accidents, and/or physical injury involved in taking part in this event and hereby expressly assumes the risk of such property damage, accidents, physical injury and/or death. In consideration of being permitted to participate in the *Rebuilding Together of the Palm Beaches and Solid Waste Authority of Palm Beach County Soiree* and/or *Resource Depot and Solid Waste Authority of Palm Beach County Run AWAY 5K Trail Run/Walk* and other good and valuable consideration, the adequacy and receipt of which are hereby acknowledged by Participant, Participant (behalf of himself/herself and on behalf of any party claiming by or through him/her) hereby releases and forever discharges **The Solid Waste Authority of Palm Beach County, Rebuilding Together of the Palm Beaches, Resource Depot, and The City of West Palm Beach and their parents, partners, affiliates and subsidiaries and their Respective Officers, Directors, Employees, Agents and Representatives** from any all liability, demands, claims, actions or causes of action, of any nature whatsoever, that Participants has, now has or may in future have, relating to or arising out of the event of Participant’s participation therein.

Exhibitor/Sponsor/Business Name (Print): _____

Authorized Signature: _____ Date: _____

This signed form can be faxed or scanned and emailed to Sara Previs, SWA Public Affairs and Recycling Department, at 561-640-3400 (fax) or sprevis@swa.org. Sponsor or Exhibitor checks need to be made payable to *Rebuilding Together of the Palm Beaches* and mailed in to the address on the application.



INSURANCE REQUIREMENTS

The Solid Waste Authority of Palm Beach County and its event (*Rebuilding Together of the Palm Beaches and Solid Waste Authority of Palm Beach County Soiree and Resource Depot and Solid Waste Authority of Palm Beach County Run AWAY 5K Trail Run/Walk*) partners require that you submit a certificate of insurance in the amounts below. Please forward the following information to your insurance agent. Your certificate of insurance should include:

1. General liability of \$1,000,000
 - a. Premises Operations
 - b. Products/Completed Operations
 - c. Personal Injury
 - d. Property Damage in the amount of \$100,000
2. Auto liability of \$500,000
3. Workers compensation salutatory limits

The certificate holder is **Solid Waste Authority of Palm Beach County**, 7501 N. Jog Road, West Palm Beach, FL 33412. The certificate must name the **Solid Waste Authority of Palm Beach County Rebuilding Together of the Palm Beaches, Resource Depot, and the City of West Palm Beach and their parents, partners, affiliates and subsidiaries and their Respective Officers, Directors, Employees, Agents and Representatives** as additional insured. Your certificate needs to cover the set-up and show day, April 2, 2016.

Please call Beth Wininger, SWA Director Risk Management, 561-640-4000 x4406, or have your insurance agent call, with any questions.

This signed form can be faxed or scanned and emailed to Sara Previs, SWA Public Affairs and Recycling Department, at 561-640-3400 (fax) or sprevis@swa.org. Sponsor or Exhibitor checks need to be made payable to *Rebuilding Together of the Palm Beaches* and mailed in to the address on the application.

NO EXHIBITOR WILL BE PERMITTED TO PARTICIPATE IN THE EVENT WITHOUT HAVING SUBMITTED A CERTIFICATE OF INSURANCE OR A LIABILITY RELEASE WAIVER IF IT IS REQUIRED.