



## 2023 Santa Fe County Earth Day Organization Tabling Application, Release, and Guidelines

Santa Fe County is seeking local organizations focused on environmental protection, environmental education, and sustainability to table at its 2023 Earth Day event! This year's event will bring together community volunteers, County staff, and Santa Fe County Commissioners to install a rainwater harvesting garden at the Santa Fe County Fairgrounds.

Interested organizations should review the tabling guidelines on p. 3 and complete the forms on p. 1 and 2 to be considered for a table. Return application materials to the Santa Fe County Sustainability Office via e-mail at [sustainability@santafecountynm.gov](mailto:sustainability@santafecountynm.gov) by **April 10, 2023**.

### Event Overview

**Date:** Saturday, April 22, 2023

**Location:** Santa Fe County Fairgrounds  
3229 Rodeo Road, Santa Fe, NM 87507

**Event Time:** 9:00 AM – 12:00 PM

**Table Setup Time:** 8:15 AM – 9:00 AM

**Table Breakdown Time:** 12:00- 12:45 PM

### Organization Contact Information

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Website (if available):** \_\_\_\_\_

### Organization and Table Description

**Tell us about your organization and the materials or activity you would provide at your table.**

**Approximately how many people will staff your table?** \_\_\_\_\_

**Are you able to attend the full event from 9:00 AM to 12:00 PM?** \_\_\_\_\_

*If not, provide the time you would need to depart.*



**Thank you for your interest in tabling at the 2023 Earth Day event!**

### 2023 Santa Fe County Earth Day Release of Liability

1. I am not an employee(s) of Santa Fe County (the County). I have volunteered to participate in the County's Earth Day Celebration (the Activity'). By this declaration, I acknowledge that my participation in the Activity is entirely voluntary.
2. I understand that my participation in the Activity is not intended to nor does it create any special relationship between the County and me, and that neither the County nor any of its employees has required me to participate in the Activity. I acknowledge that the County does not have any liability for payment of workers' compensation benefits to me for any injury, damage, or death which may arise out of my participation in the Activity.
3. I understand that my participation in the Activity may involve risk of harm. With knowledge of the risks involved, I voluntarily consent to participate in the Activity and agree to assume any and all risks of injury, damage or death from my participation.
4. I hereby agree that I, my heirs, guardians, legal representatives, successors, and assignees shall not make a claim against, sue, attach the property of, or prosecute the County, the Board of County Commissioners of Santa Fe County, and each member thereof, or the County's agents, servants, employees, or representatives, for injury, damage, or death resulting from a dangerous condition of County property, equipment, or facilities, or from the negligence or other acts of any agent, servant, employee or representative of the County or any third person during my participation in the Activity.
5. I hereby release and discharge the County, the Board of County Commissioners of Santa Fe County, and each member thereof, its agents, servants, employees, or representatives from all actions, claims, or demands that I, my heirs, guardians, legal representatives, successors, or assignees now have or may hereafter have for injury, damage or death resulting from my participation in the Activity.
6. I have carefully read this declaration of voluntary participation and Release of Liability and fully understand its contents. I am aware that by signing this Release of Liability, I will be giving up my rights to make a claim against or sue the County, the Board of County Commissioners of Santa Fe County, and their agents, servants, employees or representatives, for any injury, damage or death that I may sustain during my participation in the event. With this in mind and without any mental reservation, I sign this Release of Liability voluntarily and without any threat or coercion from the County, the Board of County Commissioners of Santa Fe County, and their agents, servants, employees or representatives.

Name of Authorized Signatory (Print):	Title:
Signature:	Date:

## Tabling Guidelines

- The goal of the Santa Fe County Earth Day event is to promote community engagement in sustainability initiatives and encourage the adoption of environmentally-friendly practices. Tabling activities should be educational and relate to sustainability or environmental protection. Suggested topics for the event include, but are not limited to:
  - native plant gardening and xeriscaping;
  - water conservation and rainwater harvesting;
  - recycling and waste reduction;
  - protection of open space;
  - pollinator and wildlife habitat protection;
  - water quality protection and stormwater pollution prevention; and
  - green building and energy efficiency.
- Organizations may not sell products or distribute food or beverages at the event.
- Santa Fe County aims to minimize waste at the event. Organizations may provide free giveaways that are appropriate for Earth Day (e.g., reusable water bottles, native seed packets); however, please be mindful of the materials used and avoid distributing single-use products.
- Organizations who table at the event are responsible for:
  - providing all activities, tablecloths, educational materials, and displays;
  - setting up their table before the event;
  - breaking down their table at the conclusion of the event; and
  - providing a representative to manage the table and interact with Earth Day attendees throughout the event.
- Santa Fe County will provide a table and chairs for each organization. Access to electricity is not available. Organizations may bring a small shade tent or sun umbrella if they can properly secure it in a paved area. A shaded area for tables is available at the Fairgrounds.

Applications for tabling will be evaluated by Santa Fe County. Submission of an application does not guarantee acceptance. Santa Fe County accepts applications and assigns space based upon the goal stated above for this event. Santa Fe County reserves the right to determine the eligibility of any company, product, or service for inclusion in the event. The County will notify organizations if their application is accepted on a rolling basis, no later than April 13, 2023.

**Required Materials:** Submit the tabling application on p. 1 and release on p. 2 for your organization's participants to [sustainability@santafecountynm.gov](mailto:sustainability@santafecountynm.gov) by **April 10, 2023** to be considered for a table.

### Questions

Direct questions and any special needs or requests to:

**Nav Khalsa**  
Volunteer Coordinator  
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