



## City of Bellingham ALL IN for Climate Action Week - September 19-25, 2022 Event Host Terms and Conditions

### Registration and Review

1. Event hosts will register their event through an online registration form. Registration forms will be accepted until the start of ALL IN for Climate Action Week on September 19, 2022. Registration forms must be submitted by August 17, 2022, for events to be included in promotional materials. Events that include in-person components may also be required to submit a safety plan for limiting the spread of COVID-19, depending on current COVID safety guidelines at the time of the scheduled event.
2. Project staff will review the registration form to ensure the event aligns with the City's climate action goals. The event host will be contacted by project staff and asked to provide additional information if needed.
3. Once all final event details are submitted and approved, the event will be added to the City's [ALL IN for Climate Action Week webpage](#).

### Host Requirements

1. Proposed event(s) must align with and/or further the City's climate actions goals to reduce greenhouse gas emissions. See [cob.org/climate](http://cob.org/climate) to learn more about the City's climate work. We encourage hosts to consider ways their event can align with the 2022 Climate Action Week theme of "Inspiring Community Action through Climate Conversations". More information about the theme can be found on the [Host Information webpage](#).
2. Proposed events where staff and/or participants will come into contact with one another may need to include a brief plan that addresses how the event will minimize the risk of COVID-19 exposure, following current guidance from the Centers for Disease Control and Prevention (CDC) and/or Whatcom County Health Department. Project staff will contact event hosts closer to September 2022 if a plan is needed. In addition:
  - a. Event hosts should be prepared to alter or cancel their events if COVID-19 guidance changes.
  - b. When possible, event hosts are encouraged to consider ways to engage with individuals who may not be able to or feel comfortable attending in-person events. Examples of this include recording events or sharing relevant online materials that

can provide information about the topic that the event will cover. The City can post event recordings or additional materials on the ALL IN for Climate Action Week webpage.

3. Event hosts are responsible for organizing necessary logistics for their own events, including but not limited to:
  - a. Obtaining any necessary permits
  - b. Securing and paying for event venues
  - c. Providing for COVID-19 related needs, if necessary
  - d. Providing traffic control if needed
4. In event promotion, event hosts agree to:
  - a. use the ALL IN for Climate Action Week logo, to be supplied by project staff, on the homepage of any event.
  - b. refer to ALL IN for Climate Action Week 2022 in any of the event host's newsletter, blog, Facebook, Twitter, other social media or equivalent.
  - c. utilize ALL IN for Climate Action Week 2022 description and talking points supplied by project staff, where appropriate.
  - d. share event summary information and provide feedback with project staff upon completion of event.
5. Indemnification: Event host shall release, defend, indemnify and hold the City harmless from all losses, claims and liabilities of any kind or nature, including but not limited to claims for personal injury, death, illness, and property damage, arising wholly or partially out of any act or omission of the event host, its agents, subcontractors, employees, licensees or invitees in connection with the event.

### **City Obligations**

1. Project staff will:
  - a. add all host events to the City's event webpage and event calendar.
  - b. promote events that are registered prior to August 17, 2022 in print and digital media sources.
  - c. provide event hosts with the ALL IN for Climate Action Week logo and description for use in promotional materials.
  - d. maintain timely communication with event hosts and share updates as they occur.