

**ST. MARY'S COUNTY GOVERNMENT  
DEPARTMENT OF  
HUMAN RESOURCES**

*Catherine Pratson  
Director of Human Resources*



**Commissioners of St. Mary's County**

James R. Guy, President  
Michael L. Hewitt, Commissioner  
Tom Jarboe, Commissioner  
Todd B Morgan, Commissioner  
John E. O'Connor, Commissioner

May 17, 2017

Dear Service Provider/Vendor,

We are excited to invite you to participate in the St. Mary's County Government's **Employee Health and Wellness Day** on **September 28, 2017, from 10 a.m. – 2 p.m.** at the Leonard Hall Recreation Center located at Leonard Hall Drive, Leonardtown, MD 20650. We ask vendors to set-up by 9 a.m. on the day of the event with doors opening at 8 a.m. This event will promote healthy lifestyles for employees of St. Mary's County Government, the Libraries, and St. Mary's Metcom. We anticipate over 250 employees attending and would welcome the opportunity to have your organization participate. Each vendor is asked to provide some form of information/educational materials, demonstrations, or service. We're striving for high employee engagement as well as vendors offering interactive opportunities. .

To facilitate our planning, **please return the vendor form by e-mail, mail, or fax by August 31, 2017.** Please let us know if you will be attending, your needs at the event, and what service you will supply. Vendor door prizes are always appreciated.

If you have any questions, please feel free to contact the Human Resources Department at (301) 475-4200, extension \*1100 or [Wellness@stmarysmd.com](mailto:Wellness@stmarysmd.com). We look forward to your participation in making this year's event a success.

Sincerely,

Amber Hebert, PHR, ACTCP  
ADA Coordinator



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## Employee Health and Wellness Day Event Form

Thank you for your interest in participating in the upcoming employee event on **September 28, 2017** from **10 a.m. – 2 p.m.** Please complete the following form so we can best accommodate you. Vendors may begin set-up as early as 8:00 a.m., but no later than 9:00 a.m.

### Vendor Contact Information

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Business/Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Vendor Display Needs

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What is the topic of your display? \_\_\_\_\_

Please indicate the number of tables and chairs you will need: Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

Can you set-up outside (weather permitting)? Yes  No

Do you need access to a power source? Yes  No

Will you have giveaways or handouts at your table? Yes  No

Would you like to donate a door prize/gift basket for a raffle? Yes  No

Additional Needs: \_\_\_\_\_

## Release and Waiver of Liability

The Vendor does hereby release and forever discharge and hold harmless the Commissioners of St. Mary's County, its departments, boards, commissions, agents, employees and vendors, from any and all liability, claims, and demands of whatever kind and nature, either in law or equity, whether for bodily injury, personal injury, illness, death, invasion of privacy or property damage, which arise or may hereafter in connection with the Vendor's activities as a vendor.

Vendor also understand that the St. Mary's County Government does not carry, maintain or provide health, medical, or disability insurance coverage for any vendor and does not assume any responsibility or obligation to provide financial or other assistance, in the event of injury or illness suffered by Vendor.

Each vendor is expected and encouraged to obtain his or her own medical, health and disability insurance.

Vendor agrees that, in the event that any clause or provision of this Release and Waiver of Liability shall be held to be invalid, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release and Waiver of Liability, which shall continue to be enforceable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please mail, e-mail, OR fax form to:  
St. Mary's County Government  
Department of Human Resources  
Attention: Wellness Day  
P. O. Box 653, Leonardtown, Maryland 20650  
e-mail: Wellness@stmarysmd.com  
fax: (301) 475-4082  
Questions? (301) 475-4200, Extension \*1100