

Earth Day Coalition presents
EarthFest 2012
Sunday April 22

Exhibitor Application

EarthFest is held at Cleveland Metroparks Zoo
10:00 am to 5:00 pm



Yes, I would like to register as an Exhibitor at EarthFest 2012

as a: Business Exhibitor Non-Profit Exhibitor

Organization: _____

Contact Person: _____

Address: _____

City: _____ Zip: _____

Telephone: _____ - _____ - _____ Fax: _____ - _____ - _____

Hotline: _____ - _____ - _____ Exhibit Theme: _____

Email: _____

Web site: _____



SEND YOUR APPLICATION TO
connect, follow, like us

Earth Day Coalition
3606 Bridge Avenue
Cleveland, Oh 44113
(216) 281-6468
earthdaycoalition.org



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EARTHFEST IS A UNIQUE FAMILY - ORIENTED ENVIRONMENTAL EDUCATION EVENT: our mission is to provide education, inspire leadership and encourage action for a healthy environment.

- The Earth Day Coalition Selection Committee screens all applicants in mid March.
- Your exhibit must have an environmental, conservation or sustainability message.
- One organization per booth. Booth space will be provided in a covered tent area or pavilion. A standard 3'x 8' table and two chairs will be provided.
- Maps and more detailed information will be provided with your exhibit's acceptance.
- **Earth Day Coalition reserves sole authority to accept or reject any and all applications.**
- Your exhibit application fee includes affiliation with Earth Day Coalition. This enables you to have a special listing in the "Green Pages," an online searchable database by issue area (multiple issues can also be specified in a search query) on our web site. Your fee also puts you on the affiliate list to receive our electronic newsletter and special mailings.
- Please support Earth Day by purchasing an official EarthFest 2012 T-shirt (100% organic cotton) or poster printed on recycled paper.
- If you do not plan to exhibit at EarthFest 2012 support Earth Day by becoming an Affiliate of Earth Day Coalition.
- If you have any questions about this packet, please call the Earth Day Coalition office. If you would like additional information on the Earth Day Student Art, Poetry and Essay Contest (K-12), the Walk for the Earth or volunteer opportunities, please check the web site or contact the office at **(216) 281-6468**.

YOUR APPLICATION

Please submit all handouts and list of items for sale with your application form and fee.

- **YOUR DISPLAY:** A description, photo or drawing of your display, banners, flags, posters, drawings or photos.
- **ITEMS YOU WILL BE HANDING OUT:** A copy of all printed information, flyers, brochures, audio and videotapes, films, etc. that you will be distributing.
- **ITEMS FOR SALE:** A detailed list and description of all marketable items for sale. All sales must be non-competitive with Cleveland Metroparks Zoo concessionaire. Your items must be organizationally specific - no generic items. Earth Day Coalition / Cleveland

Metroparks Zoo are not responsible for the items, permits, sale of items and purchase of items by participants. Items that are not pre-approved by the Selection Committee will not be permitted. Food items may not be sold, except where pre-approved and organizationally specific. A VISIT TO THE ZOO'S CONCESSIONAIRE WILL VERIFY THAT YOUR ITEMS ARE NOT IN CONFLICT.

All exhibitors and your exhibit volunteers must have a ticket for free entrance due to zoo box office procedures (even for set up early Sunday morning). **Maximum of 6 tickets per exhibit. (Please note -- no volunteer requests honored after 5:00 pm on Friday, March 30, 2012.) !!! Your Early Bird Application and Fee are not complete without your volunteer names.**

SET UP AT EARTHFEST All booths must be in place by 8:00 am to be ready for the opening at 10:00 am. You can drive up to the exhibit pavilion only until 8:00 am. **After 8:00 am no automobiles will be permitted on the Zoo grounds until after 5:30 pm for safety of exhibitors and visitors.**

- **You must provide your own green table covering.** Top, front and sides must be covered to the floor.
- **Electrical outlets must be requested.** Bring your own extension cord. No high wattage equipment, coffee pots, etc.
- Storage, displays, handouts, and activities must be **confined to area behind your table.** Due to large crowds no activities are permitted in aisles or at areas that are not assigned as booths.

TEAR DOWN AT EARTHFEST Tear down time begins for exhibitors at 5:00 pm. **No cars or other vehicles are permitted on the Zoo grounds until 5:30 pm** or at such time that Zoo personnel determines all visitors are safely out of the area.

- Please make sure to **clean up your booth area after EarthFest.** Trash should be deposited / recycled at containers provided in the exhibit areas.
- Earth Day Coalition and the Zoo are not responsible for anything left after tear down. No storage is available at the Zoo.

DURING EARTHFEST Your booth must be staffed at all times by no more than two people until the end of the event at 5:00 pm.

- Exhibitors are responsible for their display, materials, cash, etc. Zoo security will be on hand. Earth Day Coalition/Cleveland Metroparks Zoo can't take responsibility for your display or materials.
- Check in at the Volunteer area at the Non-Profit exhibit area for free coffee (until 10:00 am), and for any help that you may need during EarthFest, or if you have questions.

