



COMMUNITY ENVIRONMENTAL FAIR 2010

Exhibitors Wanted!

SIGN UP TODAY AND JOIN US FOR A DAY OF LEARNING AND FUN

We hope you will join us for the 2010 Earth Day, “Give Green a Chance.” We seek exhibitors who will provide information and activities that help community members learn about the small steps we can all take at home, work and around town to improve our local environment. Last year’s attendance reached about 3500; we are expecting a similar crowd this year!

Community Environmental Fair
Saturday, April 24, 2010
11 a.m. – 3 p.m.
Optimist Park, Pocatello (by City Hall)
www.envirofair.org

Please return the attached application as soon as possible to reserve your spot at this year’s event. If you would like to help with promoting the event, sponsoring a raffle prize, or assisting with anything else, let us know. This FREE community event is organized by a coalition of many government and local organizations.

Exhibitor Information

By submitting this application, exhibitor agrees to all terms outlined herein and to release the Community Environmental Fair Planning Committee and all sponsors from the liability for any personal injuries, theft, damage, or loss of property (Damages) that might occur as a result of exhibitor’s participation in the Community Environmental Fair 2010. The committee reserves the right to refuse any application, or to remove any participant from the event for failure to abide by these conditions.

This year there will be no booth fee for exhibitors, with the following two exceptions: 1) Vendors who require electricity will need to pay a \$25.00 fee, and 2) all for-profit businesses selling items at the fair will be need to pay a \$25.00 fee. We hope this will help allow all who are interested in participating an opportunity to do so. We are always happy to accept donations in any amount. Both financial and in-kind contributions are always appreciated. Examples of in-kind contributions can include food and or beverages for volunteers, large shade tents, musical talents, raffle items, and prizes and craft items for the kids activities.

NOTE: Applications will be considered ONLY when completed in full and full non-refundable payment has been received (payment is refunded if application is not accepted). Please provide a detailed, complete response to all questions. Please have an alternate plan for your display if we cannot accommodate all of your requests.

Outdoors...weather is unpredictable...come prepared for our spring weather!



COMMUNITY ENVIRONMENTAL FAIR 2010

Vendor Agreement

1. **Booth rental is for Saturday April 24, 2010, at Community Environmental Fair to be held at the Optimist/Tydeman Park, Pocatello, Idaho, from 11:00 a.m. to 3:00 p.m.**
2. Booth size is 10' x 10'.
3. **Set-up will begin at 9:30 a.m. and must be completed no later than 10:30 a.m.** Please let us know as soon as possible if your display requires you to start set up before 9:30 a.m. Vehicles are not allowed on the grass areas of the event. Participants will set-up and break down their own booth.
4. Break down of booths will not begin before 3:00 pm. Participants will need to supply their own awning covers if one is desired.
5. Electricity and water are very limited and will be reserved for food vendors. Please call us as soon as possible if water is necessary. Food Vendors must supply their own extension cords.
6. Please include any marketing materials along with this agreement, if available, for promotional purposes.
7. Participants are responsible for any local, state, or federal laws applicable to their business.
8. Participants agree to collect and remit all sales tax, pay any business fee, and/or government fines as legally required. Environmental Community Fair planning committee is required to furnish a list of food vendors to the Idaho Department of Revenue.
9. If you are serving food and/or beverages (no alcohol) you are required to contact the Health Department and follow their regulations and guidelines. Liability insurance is required.
10. Due to park policy and safety issues of having so many small children at the event please leave your pets at home.
11. Smoking is permitted only in designated smoking areas. This is a family event and there will be a lot of children.
12. The Community Environmental Fair is for educational, informational and entertainment purposes only. The planning committee and sponsors, wholly or individually, are not responsible for any negligence, claims or actions of the food vendors or exhibitors, although we will do our best to maintain the integrity and respectability of the event for the highest good of all concerned.
13. You are responsible for maintenance and cleanup of your booth area. You are required to dispose of your own trash. Please put all materials that can be recycled in the proper designated recycle bins and the rest of your trash in the designated disposal areas. Your area must be cleaned and vacated by 4:00 p.m.
14. Community Environmental Fair planning committee has the right to refuse or cancel any food vendor or exhibitor without a reason and with full refund of any booth fees received. This includes prior to and during the event.
15. All participating vendors will be listed on the CEF website, along with contact information.



COMMUNITY ENVIRONMENTAL FAIR 2010

Vendor Application

Organization: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone (daytime): _____ Other Phone: _____

Fax: _____ E-mail: _____

Website: _____

The Community Environmental Fair seeks to present information, resources, services and products that promote healthier, more ecologically sound lifestyles, as well as educate attendees about the environmental impacts of widespread consumer actions and choices. **Exhibitors must be producing or promoting products or services that meet at least one of the following environmental sustainability criteria:**

- Energy efficiency or renewable energy
- Conserves or protects water or air
- Reduced toxicity
- Locally or regionally produced
- Reduces waste
- Durable and reusable
- Recycled content
- Organic in nature (non-certified)
- Green-certified (by USDA Organic; Energy Star; Fair Trade; FSC; Food Alliance; LEED; Green-e, other)
- Educational nature that promotes environmental values

Note: A panel comprised of members of the organizing committee will review all exhibitor applications received by the specified deadline. The panel reserves the unilateral right to accept or reject exhibitor applications based on the above criteria or overall space considerations.

1. **Please elaborate on how your activity/display/products relate to the environment sustainability criteria listed above:**

2. **Please indicate what you will be displaying/ selling at your booth** (changes will require approval by the Event Planning Committee). (20 words or less):



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Vendor Application

3. Organization Type:

For profit business

Incorporated non-profit

Government agency/municipality

Unincorporated non-profit
(e.g. scout group, school group)

4. Please provide information regarding your booth's physical requirements:

Booth placement: 10' x 10' area _____ Larger space _____ (please indicate size needed)

Do you need one 8' table? NO _____ YES _____ **How many chair(s) do you need?** _____

Electrical Needs (\$25.00 fee.): #Amps _____ #Volts _____

Vendors needing electricity please enclose full, non-refundable payment (payment will be refunded if your application is rejected) with this application.

Selling of Food or other items (\$25.00 fee for for-profit businesses). Please list items to be sold:

For profit vendors selling items please enclose full, non-refundable payment (payment will be refunded if your application is rejected) with this application. **Make checks payable to Three Rivers RC&D.**

If you are selling food, you are responsible for contacting the Health Department for their requirements and providing liability insurance to the City of Pocatello. For more information contact Hannah Sanger, hsanger@pocatello.us or 234-6518.

Would you like to be placed next to another organization? If so, please name. (not guaranteed):

List any animals you will be bringing as part of your exhibit. (Please leave personal pets at home):

5. Additional Comments/Requests

I pledge to join the 2010 Community Environmental Fair celebration & provide information and/or products consistent with the environmental message. I agree to the conditions outlined in the "Participant Agreement Form."

Signed _____ Date _____

Print Name: _____

Every effort will be made to include your listing on event publicity materials (i.e. posters, signs, flyers, media events) if your application is received before January 23, 2010.

Send completed application to:

Hannah Sanger P.O. Box 4169, Pocatello Idaho 83205.
(fax) 208-234-6151 or hsanger@pocatello.us