

EXHIBITOR GUIDELINES

Ventura Earth Day Eco Fest 2020

Saturday, April 25

Plaza Park, Ventura
10:00AM to 4:00PM

LOCATION: Plaza Park - located in downtown Ventura between Chestnut and Fir Streets, along Santa Clara Street and Thompson Boulevard near the US Post Office.

For a map of the location click [here](#).

EVENT STARTS: 10:00 A.M.

EVENT ENDS: 4:00 P.M. **Please stay until the end of the event!** There will be no early dismantling and packing up. We expect all vendors & exhibitors to stay until 4:00 PM, or until an Earth Day Volunteer requests you begin tearing down.

RAIN or SHINE: This event will take place rain or shine. Please be prepared for weather conditions. No refunds will be given due to the weather.

APPLICATION & FEE DEADLINE: On-line registration is available at www.VenturaEarthDay.org. Registration must be received by **March 29, 2020** and must be accompanied by payment of an exhibitor booth fee. Fees will be refunded only if your application is not approved. We will not offer refunds for any other reason.

BOOTH SIZE: Standard booth size is 10' x 10.' Exhibitors are required to provide their own tables, chairs, and canopy. Canopies are recommended since this event is outdoors and held rain or shine. Canopies must be securely weighted down; as winds are common in the afternoon.

BOOTH FEE: The booth fee is \$225. Non-profits are eligible for a discounted booth rate of \$125.

Note: This is an earth-friendly event. We ask that you do not display balloons or distribute items such as plastic water bottles, paper fliers, etc. It's also a family event so we encourage you to have kid-friendly activities at your booth to encourage lots of traffic. (No face-painting or tattoos please...we have specific booths for these activities.)

SET UP TIME: 7:00 - 9:00 A.M.

You must set up between **7:00 and 9:00 A.M.** Event volunteers will be on hand to direct you to free parking and to your booth space upon your arrival at the park. There will be a loading and unloading zone with carts and volunteers to assist you in moving items to your booth. Food Vendors must be set up and ready for the Ventura City Fire Marshall Inspection by 9 A.M.

ANCHORS: Your canopy must be securely anchored to the ground. If the strong winds develop and you do not have a way to anchor your canopy, you will be asked to lower your canopy. Here are four options:

- Using a commercial product, such as the E-Z Up weight bags (see image below).
- Fill 1 or more 5-gallon buckets with sand or rocks. Tie one side of a rope to the bucket handle and the other side to a crossbar near the top of the canopy frame. If only one bucket is used, tie it to the upper center part of the canopy.
- Stakes – bring them in case you are located on the grass area.



It is our goal to minimize all handouts and giveaways. Please consider alternative ways to market your organization, message and products. Limit the number of brochures and giveaway items. We strongly discourage you from laying out brochures. Do not distribute Styrofoam, plastic or balloons. The intention of this event is to limit the amount of trash produced and left at the site, in addition to paper distributed to attendees. We want to be an example for the community!

Lastly, we would like to invite you to participate in our annual Scavenger Hunt!!! As a way to get kids more involved in the educational aspect of the **Ventura's Earth Day Eco Fest 2020** we are once again having a Scavenger Hunt! Please think of a kid oriented question which can be asked to kids or adults about the environment, nature or global warming. Bring your question with you and we will provide you with a stamp, stamp pad, and a scavenger hunt marker to let kids know you are participating. When a child comes to your booth, you ask him the question you prepared and let them attempt to answer. If they don't know the answer, please discuss the answer with them. In any case, stamp their sheet as we will be giving the prizes for completion.

For more information, please contact us at:
sponsors@venturaearthday.org or exhibitors@venturaearthday.org