

## **CENTRAL FLORIDA EARTH DAY 2019 VENDOR INFORMATION SHEET**

Please read and abide by the following information to ensure the success of the event. And please make sure that your staff/volunteers read this sheet as well. We appreciate your cooperation!

Please promote the event to the best of your ability. Posters/flyers, email lists, websites, Facebook pages, Twitter, etc. are all great ways of reaching the public. We get a tremendous amount of publicity for the event through the media, but every bit helps.

Sometimes we have unpredictable weather in Florida. Short of a hurricane, the event will proceed. Let's hope for great weather!

Parking is on your own. Early in the morning there should be free street parking or paid garage parking fairly close by. Note that metered parking restricts parking to 2-3 hours on Saturday.

Please place Earth Day Info Guides at your booth and encourage attendees to take them. An Earth Day volunteer will distribute them to you at the beginning of the event and replenish them throughout the day.

If you registered for a tent space, you must bring your own tent. You will be in a location that requires a tent. Tents should be no bigger than 10' x 10' (larger tents need special advance permission from the city). You may arrange your booth space as you see fit. You may place signs, products, etc. just outside your tent within reason as long as it does not block pathways, views, etc.

If you registered for a table space, you must bring your own 4-8' table and not set up a tent. The only exception is if it is raining and you have brought a tent just in case for that purpose. You may set up a free-standing umbrella.

We do not provide tents, tables, chairs, etc. to vendors except in exceptional circumstances (e.g., certain sponsors/vendors coming from out of town) determined well in advance of the event. You must provide everything you need for your booth. If you have a tent space, please bring a fire extinguisher if you have one. All tables at a booth should be covered by a tablecloth.

Stakes larger than a real-estate type sign may not be used at the park. Weights are acceptable. Bring rocks or other heavy items to hold down paper at your booth.

All vendors must have a banner or sign identifying themselves. If you are selling anything, make sure that you have good signage with prices.

Nonprofits have a tremendous opportunity to seek donations at their booth. Take advantage of it!

If your booth will be creating a significant amount of recyclables/trash, please bring the appropriate receptacle. There will be additional recycling/trash bins throughout the park and recycling/trash dumpsters nearby on the corner of Washington Street & N. Eola Drive. Please keep the area around your booth clean and neat during and after the event. We want to leave the park looking better than when we arrived. Please minimize the amount of waste you create as much as possible. Animal rescue groups should make sure to clean up after their animals. Everyone should keep an eye out for the animals of attendees leaving a mess.

Please do not surprise us with any significant changes to your registration. You never know how such changes may affect other vendors or the event as a whole.

If you are using electricity, you may need to limit its use and/or share with other nearby vendors. Many vendors (especially food vendors) use electricity from the limited outlets at the park.

Please do not play music at your location unless you are certain that the sound does not disturb your neighbors.

Please keep in mind the green nature of the event. You should not have eco-unfriendly items (like balloons) at your booth.

The restrooms are located by the playground. There are no portalets at this event.

Please help your neighbors set up tents, tables, etc., and/or carry items to their booth space if they need it. We will have volunteers assisting vendors as well.

Vendors may not sell or give away water to attendees (except for vendors for whom water is their primary business). VegCF will be purifying water at the event and selling reusable water bottles. Vendors may either buy these bottles or bring their own containers to get free water at the VegCF booth at Earth Day Central.

We would appreciate if food vendors allowed our volunteers (in Earth Day t-shirts and name tags) to bypass the regular lines so that they can return to duty as soon as possible.

Please respect that this is a vegan event. It is probably the largest vegan event in the country, and we are very proud of that fact (for information on why the event is vegan, please go to the “Why Vegan?” page of the website under “Resources”). If you bring food/drink to the event for yourself or your volunteers, it should be vegan. Better yet, please support the awesome food vendors at the event.

This is a non-smoking event. If you see someone smoking, you may inform them of this and ask them to stop if you wish. Or you may notify one of our volunteers and we will do so.

The event ends at 6:00 p.m. Please don't leave early. That negatively affects the event as a whole encourages others to leave early.

Thanks for participating in Central Florida Earth Day! We look forward to a great event!