



General Exhibitor Application

Non-Profits and FOOD Vendors do NOT use this app – Please use separate respective Apps.

When: Sunday, April 23rd, 2017 10am-6pm

Where: Idlewild Park, Reno, NV

Welcome to the Reno Earth Day Celebration. The event grows every year, so we have changes every year. Please read all instructions in detail before electing to exhibit at this event. Special ideas, exhibits and activities are welcomed, so please feel free to suggest/request them if they do not fit into the application structure.

Applications are due by March 31, 2017 to avoid late fees. We will continue to accept applications until the event date with payment of the late fee; however, after this date, you miss valuable marketing and placement opportunities.

Early Bird Discount! For General applications submitted with payment by February 10th, 2016!

Handcrafted Discount! There is a \$40 discount this year for 100% handcrafted items. All items promoted or for sale in the booth must be 100% handcrafted (except materials). If sharing the booth with non-handcrafted items, the discount would not apply; the general exhibitor fee would apply.

GENERAL EXHIBITOR GUIDELINES:

Equipment (Change from Previous Years)– The event is no longer able to supply equipment (tables, chairs, canopies) to exhibitors. This is a free community event and exhibitors are encouraged to be self-sufficient in design and construction of their booth spaces. Please bring everything you will need for your booth. If necessary, you may be able to order such equipment from our supplier – Camelot Party Supply. This is the only supplier who will have access to the event. If approved, your equipment rental would be directly with Camelot and they would set up your equipment the day before the event, and pick it up after the event.

Grassy Exhibit areas: There are no stakes/pins/nails/etc. allowed in the park. There are no tarps/rugs/large flat surfaces allowed on the grass. If your booth requires these items, you must request blacktop space. Please bring rope and weights, sand bags, water jugs, etc. to weight down your booth items, canopy, signs, etc.

Set Up and Loading Zones: Exhibitors will be assigned a set up time between 6:30-10:30am so we can stagger vehicles in loading zones over the 4 hour period (everyone cannot arrive at once). Most spaces are cart and carry over the grass, so loading zones get you as close to spots as possible. Vehicles must be unloaded and then removed/parked in designated areas within 30 minutes. No vehicles may be parked in loading zones (even if it looks like a parking lot). There will be volunteers to help with carts and carrying to assigned spaces. All spaces should be marked by the time exhibitors arrive. Please let us know if you have special needs not covered in this application.

Parking (Change from Previous Years): Exhibitors will be assigned to a specific parking lot at the park based on the location of their booth. Each exhibitor is allowed 1 vehicle to be parked in the park. Additional vehicles may be parked at Reno High School (1/2 block nearby) or at any available street parking in the area. Loading zone personnel will be trained to direct you to the correct lot for your single vehicle. This ensures that all exhibitors have a spot within the park. Exhibitors will receive specific event and parking maps, space numbers and assignments the week before the event by email. Please ensure your email is valid & check it regularly for updates.

FOOD/Beverage Restrictions: Food/beverage vending slots are limited and require a special application and fees. If you wish to sell food at the event – prepared or packaged – you must contact us for approval to receive the special application. Food and/or beverages may not be distributed as giveaways for this event, and if you bring your own food, GLASS containers and outside alcohol are not allowed in the park. Please respect this. GLASS is allowed in the park only if it is part of your product to take home, not used in the park. Examples: etched glassware, glass art, candle holders, glass containers of honey/spices/preserves/grocery items, etc. The glass restriction is intended for glass containers for food consumed at the park. If a vendor has any glass breakage it **MUST** go into the recycling bins – **not the trash**. Please inform your customers of this concern. Thank you.

WASTE: Exhibitors are responsible for disposing of all waste properly in proper Recycling bins to maximize recycling (Compost, cardboard, glass, cans, plastic bottles, etc.). Any run-off water, ice or grease will need to be collected by the exhibitor and removed as gray-water or disposed of in our gray water basin. If it cannot go into a proper receptacle, take it back with you and Leave No Trace. Let's see how close we can get to 0-Waste!

The event will go on, Rain or Shine! There are no refunds after March 31, 2016.

Thank you for joining us!

Contents: Pages 2-5 of this application must be returned completely filled out. We encourage double sided printing if possible.

Page 1 – General Rules – no need to return.

Page 4 – Payment Information – Sign and Return

Page 2 – Exhibitor Info – Sign and Return.

Page 5 – Liability & Media Release Form – Sign and Return

Page 3 – Special Activities and Promotions

Exhibitor/Booth Information:
(Non-Profits and Food vendors use separate application)

Exhibitor Name: _____ **Contact: Email:** _____
(as you would like it to appear on maps, signs and programs (35 char max)) (all contact and updates will go here)
Business Name (if under different Reno business license name): _____
Contact Name: _____ **Phone:** _____
Physical Business Address: _____

How did you learn about this event? _____
Will you be staying overnight in the area? ___ **# nights?** ___ **# people?** ___ **# of rooms/spaces?** ___
What hotel/RV Park did you use? _____ **Stayed with family/friends?** _____

Activity at Booth (Please check one):

A. Individual/Business (Info only; Not selling anything) _____
(You DO NOT need to fill out the Tax forms, but you DO still need a Reno Business License, even if you have a license from another city, county, state.)

B. Individual/Business **selling** anything _____
(You need BOTH a Reno License or Temporary Event Permit AND to fill out the NV Sales Tax forms)

City of Reno Business License #: _____

If you do not have a City of Reno Business license, we will purchase your Temporary Event Permit. Please include the \$15 fee on the next page.

NV Sales Tax Permit #: _____ (if you plan to sell anything at the event).
Please fill out the Tax forms on page 5. Put your tax# in the "gross sales" spot if you file monthly/quarterly. Then we do not have to bother you at the event ☺ IF you do not have a NV Sales Tax # or do not file monthly/quarterly, we must collect the sales tax at the event. Fill out the form as completely as possible and we will bring it to the event for the final amounts. The more the slip is filled out, the less hassle you have at the event ;)

Booth Information: Please be SPECIFIC and provide photos if possible.

- 1) What activities will occur at your booth?: _____
- 2) What items will be sold at your booth?: _____
- 3) What items will be given away at your booth?: _____
- 4) Space needed for booth (dimensions)? _____
- 5) Does your space require pavement? _____
- 6) Will you have MUSIC or SOUND as part of your booth? (describe) _____

Amplified sound is restricted to be fair to other exhibitors, so if your Sound is expected to reach farther than your own booth area, it must be approved so we can accommodate.

- 7) Do you have any other special requirements for placement? _____
(near stages, quiet area, near or away from another vendor, in a specific theme area, etc.)
- 8) How much time do you need to set up your booth? _____
- 9) Please note if you will have any LIVE animals at your booth (incl. pets). _____

Booth Sharing – Booth sharing is a way to access the event at half the space fee. If 2 or more exhibitors would like to share space, they should submit on the same application and note both "companies." Both will be listed as exhibitors and we need all exhibitors listed for city and state laws. Both exhibitors require their own Reno City License - or temporary license fee of \$15. Please note the extra fee in the payment section.

Exhibitors may not sublet or allow sharing for other businesses, sales, crafts or non-profit organizations that are not officially registered.

NOTE: While we try to limit too many like items so exhibitors do well with their product, no one is guaranteed exclusive representation of any product type. We try to be as inclusive as possible and the event is large enough to ensure competing services are not too near each other. Where a limited number of slots fill up for highly competitive items (jewelry, soaps, candles, honey, etc.), these slots will be filled on a first come first serve basis at the sole discretion of event staff. If you are curious or concerned about oversaturation of a particular item, please feel free to inquire before you apply. Closed items are updated often on our website.

Direct Marketing brands are generally allowed only one representative of a specific brand on a first come first serve basis. Slots are considered taken only once payment is received. It is the responsibility of the exhibitor to notify us if they must be the sole representative of a brand. Exceptions occur if more than one representative agree to be at the event together, or if the event did not know it was a direct marketing brand. In these cases, the event makes all efforts to locate booths in separate areas of the event. Exhibitors must identify all direct marketing brands planned for their booth.

Special Activities and Promotions:

Prize Gallery – Will you have a prize to donate to the Prize Gallery? _____ Est. Value: _____

The Prize gallery features prizes from many exhibitors and sponsors for games and activities all day long. Winners of games get to choose the prize they want. The Prize gallery is a high energy booth with a loudspeaker encouraging participation. Donated prizes are tagged with the donors name/company and booth number so that when someone wins the prize, an announcement is made. Event staff will come through in the morning to collect and tag prizes. Prize donors are honored on our website on a special page under Sponsors.

Little Explorers' Expedition –

This is a program where a special Treasure Map is made of all Exhibitors offering children's activities so families can find them easily. Children who complete a certain number of the activities can turn in the Treasure map for a final goal prize that the event supplies (In addition to any booty they collect from the activities!) To qualify for this program, the activity must be for children age 2-12 and take at least 5 minutes to complete.

Giveaways without an activity do not qualify for this particular program. Activities must also be ongoing all day (vs. only held at certain times. Please see the Scheduled Activities for such promotions).

Will you have a child's activity at your booth? Please describe:

Approx time for the activity: _____ Is there a cost to do the activity? _____

Scheduled Workshop, Demonstration, Presentation or Performance –

If you will have a scheduled workshop or performance at your booth, we will promote in the event's program and itinerary. These schedules usually appear in our newspaper program, on the website, in the digital program and on the event program signs. The workshop or performance would be identified by Title/brief description, time and booth number. If you would like to plan such a scheduled activity and have it included in our materials, please describe it here. Note, it must be a **scheduled (at a specific time)** item; ongoing activities all day at your booth would not qualify for this program.

Title: _____ Brief Description: _____

Is there a cost for the workshop? _____ \$ _____

Character space is limited, so here are a few examples (all completely made up):

11:00am Pamper Yourself! – Free vegan facials –	by Vegans of the World Booth	#142
11:00am Healing Flute – Flute healing session -	by Sympatico	#505
12:00pm Solar Energy Transfer – How solar becomes electricity –	by Solar Earth Tech	#612
12:00pm Clean Water World – Purifying water in dev. countries –	by One Planet One People	#89
2:30pm Square Dancing Lessons – for all ages	by NV Chapter Square Dance Assoc.	#199
3:00pm Artistry in Action – Paint your own active art	by Donovan Sapphire - \$10 fee	#267
3:00pm Make your Own Reusable Bag! – Free	by Plastic Free Nevada	#333
3:30pm Wild Side – Northern Nevada Wildlife Pres.	By School of Natural Science	#56
4:00pm Compost Olympics – Speed sorting contest	by 0-Waste Advocates	#12
5:00pm Oceans on the Brink – Short film documentary	by Jonas Godfrey	#510
5:00pm Wheels in the air - Bicycle Stunt show	by Cycling Club of America	#109
5:30pm Recycling Bowling – Knock out plastic bottles	by Earth Day Every Day	#310

As you can see, the ideas are endless. We'll help promote and announce scheduled items at the event.

Third Party Theme Areas

If you have a group of organizations and/or businesses that would like to band together and make a special, we encourage this type of collaboration, community involvement and creative utilization of the event. We are flexible with space and arrangements to help make your idea work and give a lot of leeway in allowing you to "create your own space." Please feel free to share your ideas. Complete details and requirements of Third Party Theme Areas are located on our website at <http://www.renoearthday.com/programs/third-party-theme-areas>. If after reading these details you would like to propose a TPTA – please contact us as soon as possible to make layout plans.

Payment Information:

Please check off the items you need below:

Item	Qty	Price Each	Total Fees
Outdoor 10x10 space – General Exhibitor	_____	\$115	\$ _____
Indoor 10 x 10 space (includes roof, tables, chairs and electricity)	_____	\$250	\$ _____
(Indoor spaces are limited and filled on a first come first serve basis)			
Early Bird Discount? (for applications submitted by Feb. 10 th)		-\$25	\$ _____

NOTE: We do not have any % of sales programs for fees. All spaces are flat fees based on space rented. If you need more than 2 spaces (more than 10 x 20) please contact us for discounts and arrangements.

ELECTRICITY: Please be conscientious about power consumption and only use power if necessary. If your booth needs electricity to operate, we can provide a power hook up. Power must be ordered in advance. Please tell us about your power needs here and pay on next page (must specify if you need a 240V plug in): Est. Amps _____ Volts _____ Watts _____ Purpose of plug-in (AV equipment, industrial blender, cash register, pottery wheel, freezer, etc.)? _____

You may bring your own generator only if it is less than 70 dB, smokeless and odorless. It must be secured safely away from the public. If these conditions cannot be met, please order power from us.

Electricity needed? – price per plug-in	_____	\$50	\$ _____
RENO TEMP VENDOR PERMIT FEE needed? Y or N	_____	\$15	\$ _____
LATE FEE – (Add to any application postmarked after Mar. 31 st)		\$25	\$ _____
PayPal Fee (required for online payments only)	_____	\$3	\$ _____
Discount for 100% handcrafted items in booth?		-\$40	\$ _____
Donation to Reno Earth Day (you choose amount)			\$ _____

(Reno Earth Day is organized by Mercury Momentum, a local 501c3 created to promote education and sustainability in special events throughout our area). All donating exhibitors will have a link to their website or Facebook page from the Reno Earth Day website.

Website URL or Facebook: _____

TOTAL PAYMENT: \$ _____

Consider being a Sponsor of the event! The event attracts over 25,000 attendees and participates in extensive promotion by print, radio and internet means. Sponsors of \$500 or more receive FREE exhibitor space with choice in location and a wealth of promotional exposure and value – in addition to supporting an amazing and growing event. For more information on Sponsorship Opportunities, visit www.renoearthday.com/sponsors.

Applications and Payments may be made in the following manner:

- 1) MAIL applications and checks/money orders to 2700 Scholl Dr., Reno, NV 89503; Please make checks payable to "Reno Earth Day".
- 2) Email applications to anaangsul@gmail.com.
- 3) FAX applications to 775-318-8003.
- 4) Pay Online via Paypal at www.renoearthday.com, Exhibitor Tab, Donation button (\$3 fee) If you pay online, you MUST include the name of your organization as it appears on your application in the message on your Paypal payment. (We can only accept credit cards at this time through Paypal). Please contact us if you need on Invoice for a PO or receipt.

More Questions? Please email or call: 775-762-0651 or 775-771-1828. NOTE, if we do not respond right away, remember we are volunteers also, squeezing in calls on breaks from our "real" jobs. Please bear with us!

By submission of this Application, you certify that you have read ALL provisions in this Application, agree to all terms, agree to abide by them for this event and are authorized to make such agreement.

Signature: _____ **Date:** _____

Liability and Media Release Form

By choosing to exhibit, sponsor or attend this event, you and all participants within your organization agree to the following provisions (please make sure all of your participants are aware of these provisions):

1. To RELEASE, WAIVE, DISCHARGE, HOLD HARMLESS AND COVENANT NOT TO SUE event organizers, Mercury Momentum, City of Reno, Reno Earth Day, other participants and sponsors, their officers, volunteers, agents, affiliates and employees hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted or in transportation to and from said premises.
_____ (Initials)

2. To be familiar with all local, state and federal laws and to follow them at all times, including but not limited to filing and paying any relevant license, permit fees, taxes and fines, to obeying traffic laws and to obeying all other laws and municipal codes. RELEASEES will not be liable for any such violations on the part of participants and participant agrees to pay any fines or costs incurred associated with any such violations.
_____ (Initials)

3. To be familiar with City of Reno Park Rules. Our event is held on City property and we are bound by whatever rules they have for the privilege of using their property. Please acknowledge that if you or if anyone in your group violates any provision or damages City property, you agree to pay any fines or damages assessed by the City. Fines will be issued if these rules are broken at \$50 fine per instance. These rules include but are not limited to:

- a) No vehicles or trailers may drive on the grass: _____ (Initials)
- b) No glass bottles or containers will be brought into the park. _____ (Initials)
- c) No vehicles will park or drive into loading zone or event area after 11:00am or before 6:00pm
_____ (Initials)
- d) No Stakes/pins/nails/etc. will be used on the grass. _____ (Initials)
- e) No Tarps/mats/carpet/etc. will be placed on the grass. _____ (Initials)

4. Exhibitors may not bring in outside ALCOHOL to the event. Our alcohol license for the event depends upon adherence to these rules.
_____ (Initials)

5. To allow any photographs, video or audio recordings, or any other such renditions of my likeness, voice, booth or displays to be posted and duplicated publicly in any media as part of the marketing and publicity coverage of the event.
_____ (Initials)

I have read the regulations and provisions, understand them and have communicated them to all participants within my group so that we may follow them and agree to all provisions in this agreement. Anyone participating in the event under privilege of your registration is bound by this agreement:

Signature: _____ Date: _____

Please be sure that all participants in your group understand these rules.

REMEMBER – Sales Tax Forms will be emailed to you this year after your application is received for any exhibitors selling anything. Please fill these out, sign and return by April 7th to complete your application. Watch for these in your emails!