



2018 Non-Profit Application

General Exhibitors & FOOD Vendors do NOT use this app-Please use separate unique Apps.

When: Sunday, April 22nd, 2018 11am-6pm

Where: Idlewild Park, Reno, NV

Celebrate Earth Day this year with us!

CONTENTS:

ALL Pages of this application must be signed, completely filled out & returned. Please print double sided if possible. Treat this application as your agreement to all terms for exhibiting at Reno Earth Day.

Page 1 – Contact/Exhibitor Information-Sign & Return

Page 2 – Exhibitor Requirements-Sign & Return-Bring Copy to event

Page 3 – BOOTH Details & Special Activities – Sign & Return

Page 4-Liability & Media Release Form-Sign & Return

Page 5 – Payment Information – Sign and Return

Page 6 – Theme/Topic Areas

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.

Late fees are effective after March 31, 2018. We will continue to accept applications until the event date with payment of the late fees.

The event will go on, Rain or Shine! There are no refunds after March 31, 2018. Thank you for joining us!

Exhibitor/Contact Information:

BOOTH 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: _____

- Every registered exhibitor is listed on our website, event maps and programs.

Third Party Theme Areas – Make Earth Day YOUR Event!

If you have a group of organizations and/or businesses that would like to band together and make a special area, 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.org/special-topic-and-theme-areas/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 arrangements.

Non-Profits also have an option for a FREE 10x10 booth if they will have a scheduled activity. This can be a workshop, demonstration, presentation, game, performance – anything scheduled at a specific time, which we will post in our media. See Page X for details!

Fellow Events!- Special events in our area may have a free booth to promote their event. Contact us for the Code!

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: _____

GENERAL EXHIBITOR REQUIREMENTS:

YOU MUST BRING A COPY OF THIS PAGE 2 WITH YOU TO THE EVENT-SHOW AT THE GATE TO GAIN ENTRANCE.

1) Equipment The event does not 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.

2) Grassy Exhibit areas: There are no stakes/pins/nails/etc. allowed in the park. ALL VENDORS MUST BRING rope and weights, sand bags, water jugs, etc. to weight down your booth items, canopy, signs, etc. There are no tarps/rugs/large flat surfaces allowed on the grass. If your booth requires these items, you must request blacktop space on p.3. There is absolutely no driving vehicles/trailers on the grass.

3) 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). Exhibitor vehicles parked in loading zones for more than 30 minutes will be towed. 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.

4) Parking Exhibitors will be assigned to a specific parking lot at the park based on the location of their booth. Each exhibitor is allowed ONLY 1 vehicle to be parked at the park, including Idlewild Dr.. 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 1 spot at 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.

5) FOOD/Beverage Restrictions: Food/beverage vending slots are limited and require a special application & fees. ONLY pre-packaged grocery items may use this form. Food and/or beverages may not be distributed as giveaways for this event; if you are selling pre-packaged food & giving free samples they must be less than 2 oz & served in compostable containers. 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..

6) 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!

7) POWER: 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/paid in advance. Please tell us about your power needs here and pay on page 5 (must specify if you need a 240V plug in): Est. Amps _____ Volts _____ Watts _____ LIST all items to be plugged in: (AV equipment, industrial blender, cash register, pottery wheel, freezer, etc.)? _____

You may bring your own generator only if it is less than 73 dB, smokeless and odorless. It must be secured safely away from the public. If these conditions cannot be met, please order power from us.

8) SALES TAX: We are required to collect a Tax form from every vendor selling anything. You agree to turn this form in filled out and signed – either with your NV Tax ID# showing you already file monthly/quarterly OR come to the Earth Day Volunteer booth between 5-7pm at end of event on April 22, 2018 to pay your sales tax (we will have the form there waiting for you). Non-profits who are selling must include NV Tax # even if they have exempt status.

9) RESPECT: We have LOTS of perspectives at this great event. Show the same Respect for differing viewpoints that you expect for yours. We also have 300 Volunteers helping-without whom there would be no event-so please be patient and respectful of all staff & volunteers.

I HAVE READ & AGREE TO ITEMS 1-9 ON THIS PAGE AS A CONDITION OF EXHIBITING & WILL SHARE THIS INFORMATION WITH ANY OTHER PARTIES PARTICIPATING IN RENO EARTH DAY.

(Signature) _____ (Date) _____

BOOTH Details & Information:

Please be SPECIFIC and provide photos if possible.

- 1) What activities will occur at your booth?: _____
- 2) What items (if any) will be SOLD at your booth?: _____
- 3) What items will be given away at your booth?: _____
(there are restrictions on what items can be given away at booths)
- 4) Space needed for booth (dimensions)? _____
- 5) Does your space require pavement? _____ Any vehicles as part of your display? Describe: _____
- 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). _____
- 10) Do you wish to be located in one of our special topic areas? _____

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 “organizations” & an email contact for each. Both will be listed as participants. *Exhibitors may not sublet or allow sharing for other businesses, sales, crafts or non-profit organizations that are not officially registered.*

Special Activities:

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.

Scheduled Workshop, Demonstration, Presentation or Performance

Non-Profits can have a FREE Booth (10x10) for doing one of these Note, it must be a scheduled (at a specific time) item; ongoing activities all day at your booth would not qualify for this program.

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 newsprint 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. **Time:** _____

Title: _____ **Brief Description:** _____

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	#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 Presentation	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.

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 duration for the activity: _____ **Is there a cost to do the activity?** _____

Liability & 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 move or drive into loading zone/event area after 11:00am or before 6:00pm _____ (Initials)
- d) No Stakes/pins/nails/etc/Tarps/mats/carpet 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)

6. License & Tax Info:

YOU MUST HAVE A CITY OF RENO BUSINESS LICENSE (other jurisdictions do not work) even if you are not selling (unless you are a registered 501c3 org). IF you do not, mark the \$15 space on this application pg. 4 & we will buy a 1 day permit for you. Please mark ONE:

- a) I HAVE a RENO Bus. Lic # _____ <<fill in – c) I NEED a 1 day permit _____ (mark \$15 on p 5)
- b) I am a registered 501c3 org _____ << fill in EIN# & attached IRS 501c3 letter.

YOU MUST FILL OUT THE NV SALES TAX FORM (ONLY if you are selling anything) on pg. 6

1) IF you file monthly/quarterly- fill this out, put your NV TID # in the "sales" field, sign & turn in with this app. We will not need to deal with it again ☺

2) IF you have been exempted by the State of Nevada from sales tax, please fill put "Exempt" in the "sales" field, sign & turn in with this app. We will not need to deal with it again ☺

3) IF you are not exempted by the State of Nevada and do not have a NV TID #, you will need to pay NV Sales at the event. Fill out this form (including signature!) with everything except gross sales and tax amount. We will bring form to event for completion & tax amount. I AGREE to come pay the taxes at the Earth Day Volunteer Booth at end of event between 5pm-7pm on April 22, 2018.

I have read the regulations and provisions in this agreement, 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.

Payment Information:

Please check off the items you need below:

Item	Qty	Price Each	Total Fees
Outdoor 10x10 space – Non-Profit fee	_____	\$35	\$ _____
I am doing a Scheduled Workshop as described on pg 3	_____	-\$35	\$ _____
For fee to be waived, must be scheduled at a specific time, not an ongoing all day activity.			
Indoor 10 x 10 space (includes roof, tables, chairs and electricity)	_____	\$175	\$ _____
(Indoor spaces are limited and filled on a first come first serve basis)			
NOTE: We do not have any % of sales programs for fees. All spaces are flat fees based on space rented. If <u>you need more than 2 spaces (more than 10 x 20) please contact us for discounts and arrangements.</u>			
Electricity needed? (fill in details on page 2)	_____	\$65	\$ _____
LATE FEE – (Add to any application postmarked after Mar. 31 st)	_____	\$25	\$ _____
PayPal Fee (required for online payments only)	_____	\$1	\$ _____
Donation to Reno Earth Day (you choose amount) (website linked on our site)	_____		\$ _____
(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			\$ _____

Applications and Payments may be made in the following manner:

- 1) MAIL applications and checks/money orders to 1330 Crown 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.org, Exhibitor Tab, Donation button (\$1 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 so we can match to your app!. (We can only accept credit cards at this time through Paypal). Please contact us if you need an 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: _____

Theme/Topic Areas (no need to return this page)

These special areas are located throughout the event, each focusing on a particular theme or topic. Each of these areas receives special promotions and features in our media. If you note on your application that you would like to be included in one of these areas, we can usually accommodate. Special activities/displays/ demonstrations/etc. related to the theme/topic are encouraged & we can help provide items & space if needed. NOTE: These areas move each year and are defined by their topic matter, not locations.

Earth Day Around the World

World Music & Dance * Global Warming & Climate Change * International Perspectives * World Bazaar wares

Earth Day Spa

Massage * Health & Beauty * Fitness * Meditation * Relaxing Sounds/Smells/Tastes (Limited to 1 booth of any type, first come first serve)

Animalia Kingdom

Live Animals: Reptiles, Bugs, Furry and Feathered Critters * Rescue and Adoptions * Wildlife Protection * Animal themed products * Pet Services

The Artists' Grove

Local Artists * Art Activities * Roaming Art Galleries, Installations * Art Contests * Visual & Performing arts (Limited space, restricted to non-functional art only (i.e, not for jewelry, clothing, dishwear, accessories, utensils, linens, etc.)

Earth Innovations

Science and Technology Innovations & Products * Student Science Fair * Education and STEM * Alt. Energy

The Garden

Local Farms * Urban Gardens * Agricultural/Garden Technology & Services * Flower & Plant themes * Trees

The Great Outdoors

Recreational Activities * Outdoor Enthusiasts * Rock Climbing Wall * Regional Conservation * Nature Art

Future of Transportation

Clean/Green Vehicle Show * Air Quality * Mass Transportation * Advancements in all modes * Resources

Many Spokes for Many Folks

Groups Rides and Routes to the event * Bike Valet * Bike Repairs * Resource for Bicycle activities, services and education for all ages.

Policy & Petitions

Register to Vote * Learn about Parties * Sign petitions on important issues * Get Involved * Rallies & Movements

Cannabis Connection

Medical Clinics * Dispensaries * Policy changes * Upcoming events * Services and Education – all in a safe 21+ centered zone for those interested

Third Party Theme Areas (TPTA)

Innovative environments created by participants like YOU! Contact us if you'd like to organize your own!