

When: Sunday, April 24th, 2022 11am-5pm

Where: Idlewild Park, Reno, NV

Welcome to the Reno Earth Day Celebration! After a hiatus we are returning to Idlewild Park. Special ideas, exhibits and activities are always welcomed, please suggest/request them if they do not fit into the application structure.

EXHIBITOR GUIDELINES:

Equipment: The event will not supply equipment (tables, chairs, canopies) to exhibitors. 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.

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. Please bring rope and weights, sand bags, water jugs, etc. to weigh down your booth items, canopy, signs, etc. If you MUST put down a tarp for health code regulations, you MUST be located on the blacktop, so please note this on your application.

Set Up and Loading Zones: Exhibitors will be assigned a set up time between 6:00-10:00am 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). All spaces should be marked by the time exhibitors arrive. Please let us know if your exhibit has special needs not covered in this application.

Parking: 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. 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 fees. If you wish to sell food at the event – prepared or packaged – you must contact us for approval. 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. - NO ALCOHOL SALES ALLOWED.

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!

GLASS: Glass is only allowed in the park if it is part of your product to take home. Not used in the park. Examples: Etched glass, glass art, glass containers of candles, grocery items, etc. No glass of any kind is allowed in the Trash, and glass breakage from these products will need to go in the recycling bins not provided by the City. No glass containers for anything to be consumed at the park is allowed.

No glass containers or single use plastic bottles may be sold or given away (including water).

All companies and organizations are required to avoid giving out all types of handouts or giveaways (no swag bags or promo trinkets), including flyers and informative brochures, etc. If you have helpful information to display, we ask that you put it into a poster or flyer format and encourage people to take a picture of it or collect email addresses to share information.

The event will go on, Rain or Shine! There are no refunds after April 8th, 2022.

Thank you for joining us for the Reno Earth Day Celebration at Idlewild Park on April 24th. If you have any questions please feel free to contact us at renoearthday@gmail.com or call/txt (775) 771-1828. Payments may be made in the following manner: 1) MAIL applications and checks to 1080 Silver Coyote Dr. Sparks, NV 89436; Payable to "Reno Earth Day" or 2) Pay Online at "Donation" link at www.renoearthday.org/exhibitors.