



Lawrence Earth Day Celebration

Saturday, April 22, 2017, 11:30 a.m. – 4:00 p.m.

Exhibitor Guidelines

The City of Lawrence *Solid Waste Division* would like to invite you to take part in the **17th Annual Earth Day Celebration on Saturday, April 22, 2017**. The Celebration will be at **South Park** at 11th & Massachusetts St. from **11:30 am to 4:00 pm**. The purpose of the Earth Day Celebration is to gather community members to connect, discover, and celebrate local organizations and businesses who support a healthy, sustainable environment. At the same time, the Celebration engages event goers with fun activities and exhibitions.

Exhibitor Information

- **No vending except for approved food vendors and approved entertainment.**
- No exhibitor fee. Includes optional one 8-ft table and two chairs.
- SET-UP begins at 9:00 a.m. **Should be set-up by 11:15 a.m. No late set-up or early break-down is allowed.**
- All vehicle exhibits will be placed in the parking lot adjacent to South Park (east side).
- Once your registration has been received and approved, you will receive confirmation of your reservation by email.
- All requests for exhibit space are filled on a first come, first serve basis according to arrival of completed registration.
- Approximately one week prior to the event, approved exhibitors will receive event instructions, including a table location map of the park.

Exhibitors are allowed to supply their own tables, chairs, and canopies. If planning on doing so, please mark table and chair preference on the registration form. **The day of the event, do not move your table location unless authorized by the event organizer.**

REGISTRATION DEADLINE for exhibitors is Monday, April 3rd. Complete the [Online Registration Form](#).

Guidelines for Displays

The City of Lawrence Earth Day Celebration is a family-oriented, Earth Day-themed event. Exhibitor applicants must have a display and/or activity which will be fun and interactive, helping both children and adults learn about the environment. The City of Lawrence specifically reserves the right to deny participation to any organization, and/or to remove any display or exhibit, which they consider inappropriate for the event. Space is not guaranteed, so submit your application early. Applicants must complete the application in full. Applicants will be responsible for transporting their display in and out of the park; we suggest bringing a cart to transport materials. Only authorized vehicles are allowed to drive into the park for set-up. The City of Lawrence is not responsible for any damage to any display. The event opens at 11:30 am and closes at 4:00 pm. It is important to give everyone the opportunity to enjoy the full event. At the end of the event, exhibitors are asked to break down the table provided for them by event organizers and drop it off at the designated spot within the park.

Inclement Weather

The City of Lawrence Earth Day Celebration is a rain-or-shine event. It is the exhibitor's responsibility to make arrangements for covered provisions in the event of inclement weather. If inclement weather prohibits you from exhibiting, notification is due in advance of the event start time by email or phone. Event organizers may cancel the event due to extreme weather, and if that should happen, all participants would be contacted by phone. No rain date. Further contact information will be provided in the instruction emails prior to the event.