



Lawrence Earth Day Celebration

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

Food Vendor Guidelines

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.

Please read the following guidelines, as your registration to be a food vendor includes an acknowledgment of these guidelines and your agreement to comply with them.

Food Vendor Space Information

- No vendor fee.
- SET-UP begins at 8:00 a.m. and must be completed by 11 a.m. **No late set-up or early break-down is allowed.**
- Larger food vendors will be placed in the parking lot adjacent to South Park (east side). Smaller food vendors (food carts) will be placed throughout the park.
- The day of the event, do not move your location unless authorized by the event organizer.
- Once your application has been received and reviewed, you will be added to the list of food vendor candidates. Space is not guaranteed and very limited, so submit your application early.
- There are no limitations on the type of food sold at Earth Day; however priority will be given to local restaurants/vendors, and those vendors selling vegetarian, organic, and locally grown items.
- Must demonstrate your willingness to recycle and reduce event waste. Recycling and composting collection containers will be provided for use during the event.
- All food vendors are required to abide by Lawrence-Douglas County Health Department guidelines and City Code (license and proof of insurance).

Food vendors must use eco-friendly food service compostable items for plates, containers, cups and napkins. Compostable utensils are not required.

- Paper, vegetable starch, corn, soy, or sugar based compostable is recommended.
- Recycled paper products are permitted.
- Recyclable aluminum soda cans and plastic bottles are permitted.

Items that are prohibited:

- Styrofoam containers or products.
- Other non-recyclable items (except utensils).

Vendors are allowed to supply their own tables, chairs, and canopies. If planning on doing so, please make a note on your application in the special requests section. Approximately one week prior to the event, selected vendors will receive event instructions, including a location map of the park.

REGISTRATION DEADLINE for vendors is Monday, March 27th. Complete the [Online Registration Form](#).

Inclement Weather

The City of Lawrence Earth Day Celebration is a rain-or-shine event. It is the vendor's responsibility to make arrangements for covered provisions in the event of inclement weather. If inclement weather prohibits you from vending, 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.