



Exhibitors Wanted

Sign Up Today and Join Us for a Day of Learning and Fun

We hope you will join us for the **2011 Portneuf Valley Environmental Fair**. We seek exhibitors who will provide information and activities that help community members learn about the small steps we can all take at home, work and around town to improve our local environment. Last year's attendance reached about 4000; we are expecting a similar crowd this year!

Portneuf Valley Environmental Fair

Saturday, April 23, 2011

11 a.m. - 3 p.m.

Optimist Park, Pocatello (by City Hall)

www.envirofair.org

Please return the attached application as soon as possible to reserve your spot at this year's event. If you would like to help with promoting the event, sponsoring a raffle prize, or assisting with anything else, let us know. This FREE community event is organized by a coalition of government agencies, local organizations, businesses, and volunteers.

Every effort will be made to include your listing on event publicity materials (i.e. posters, signs, flyers, media events) if your application is received before January 31, 2011.



2011 Vendor Agreement

1. By submitting this application, exhibitor agrees to all terms outlined herein and to release the Portneuf Valley Environmental Fair Planning Committee and all sponsors from the liability for any personal injuries, theft, damage, or loss of property (Damages) that might occur as a result of exhibitor's participation in the Community Environmental Fair 2011. The committee reserves the right to refuse any application, or to remove any participant from the event for failure to abide by these conditions.
2. Booth rental is for Saturday April 23, 2011 at Optimist Park, Pocatello, from 11:00 a.m. to 3:00 p.m.
3. **Set-up will begin at 9:30 a.m. and must be completed no later than 10:30 a.m.** Please let us know as soon as possible if your display requires you to start set up before 9:30 a.m. Vehicles are not allowed on the grass areas of the event. Participants will set-up and break down their own booth.
4. Break down of booths will not begin before 3:00 pm.
5. You are responsible for maintenance and cleanup of your booth area. You are required to dispose of your own trash. Please put all materials that can be recycled in the proper designated recycle bins and the rest of your trash in the designated disposal areas. Your area must be cleaned and vacated by 4:00 p.m.
6. Exhibitors are responsible for any local, state, or federal laws applicable to their business. Exhibitors agree to collect and remit all sales tax, pay any business fee, and/or government fines as legally required. **If you are serving food and/or beverages (no alcohol) you are required to contact the Health Department and follow their regulations and guidelines.** Liability insurance is required.
7. Please leave your pets at home.
8. Smoking is not permitted at this family event.
9. The Portneuf Valley Environmental Fair planning committee has the right to refuse or cancel any vendor or exhibitor without a reason and with full refund of any booth fees received. This includes prior to and during the event.
10. All participating exhibitors will be listed on the Portneuf Valley Environmental Fair website (www.envirofair.org), along with contact information.



The Portneuf Valley Environmental Fair seeks to present information, resources, services and products that promote healthier, more ecologically sound lifestyles, as well as educate attendees about the environmental impacts of widespread consumer actions and choices. **Exhibitors must be producing or promoting products or services that address one of the following Environmental Areas:**

- Energy Conservation
- Renewable Energy
- Water Conservation
- Water Quality
- Air Quality
- Land Conservation
- Waste Reduction
- Environmental Health

Note: A panel comprised of members of the organizing committee will review all exhibitor applications received by the specified deadline. The panel reserves the unilateral right to accept or reject exhibitor applications based on the above criteria or overall space considerations.

Organization: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Primary Phone (daytime): _____ Other Phone: _____

E-mail: _____

Website: _____

I pledge to join the 2011 Portneuf Valley Environmental Fair & provide information and/or activities consistent with the environmental message outlined below. I agree to the conditions outlined in the Vendor Agreement Form.

Signed _____ Date _____

Please indicate what activity you will be providing, information you'll be displaying, and/or items you'll be selling at your booth (changes will require approval by the Event Planning Committee). (20 words or less):



Please provide information regarding your booth's physical requirements:

FREE ITEMS: Booth Placement, Tables & Chairs: (6-8 foot tables, metal chairs, booth location not guaranteed).

- I need ___10' x 10' area (1 is standard)
- I need _____ table(s) (more than 1 not guaranteed)
- I would like to be placed next to the following organization(s):
- I need ___ chairs (more than 2 not guaranteed)

_____.

- I would like to be placed in the following area of the fair (please pick a 1st and 2nd choice):
Water Energy (renewable energy, buildings & transportation) Flora, Fauna, Habitat & Trails Agriculture
Reuse & Recycle Environmental Health Kid's Area (hands on activities only – no information displays)

1st Choice _____ 2nd Choice _____.

THINGS THAT COST \$: Electricity, Item Sales and Tee-shirts

Vendors needing electricity, selling items, or purchasing a tee-shirt: please enclose full, non-refundable payment (payment will be refunded if your application is rejected) with this application.

- I need access to electricity (\$25 fee).
 - **Note: Electricity availability is limited. If you need a lot of power – please note below so that we can place you within 100' of the outlets.** Vendors needing electricity must bring extension cords.
- I will be selling items (\$25 fee for businesses; free for non-profit organizations).

Please describe items to be sold: _____.

- *If you are selling food, you are responsible for contacting the Health Department for their requirements and providing liability insurance to the City of Pocatello. For more information contact Hannah Sanger, hsanger@pocatello.us or 234-6518.*
- *Vendors selling items please enclose full, non-refundable payment (payment will be refunded if your application is rejected) with this application.*

- I would like to buy a tee shirt(s). (\$9/shirt (pre-payment required- available for pickup in April).
Please note sizes requested (and # of each size):

_____.

RAFFLE/DONATIONS

- I have a child friendly & environment related item to donate for the passport drawings – OR - a bike related item for the drawing for those who bike to the event. *Please describe item (and thank you!):*

_____.

Additional Comments/Requests

Send completed application to:
Hannah Sanger P.O. Box 4169, Pocatello Idaho 83205.
(fax) 208-234-6151 or hsanger@pocatello.us