



Spartanburg Earth Day Festival April 21, 2018

Unitarian Universalist Church of Spartanburg
210 Henry Place, Spartanburg, South Carolina

www.spartanburgearthday.org
www.uucs.org

Dear Earth Day Exhibitor,

On Saturday, April 21, 2018, the 3rd Annual Spartanburg Earth Day Festival will take place at the Unitarian Universalist Church of Spartanburg ([near downtown Spartanburg](#)). This 6-hour event (10 a.m. - 4 p.m.) is designed to celebrate the many gifts we receive from our Earth, inform the public about good stewardship of the planet's resources and environment, and build community.

We are inviting environmental non-profit organizations and businesses with an ecological/environmental focus to take part as exhibitors. In an effort to enthusiastically engage our visitors, each exhibitor should feature a hands-on demonstration or other interactive activity.

Exhibitor spaces will accommodate a 10' by 10' canopy. You must supply your own canopy, tables, chairs, signage, and extension cords. We have only a few spaces with electricity so consider registering early if your booth requires an electrical outlet.

To participate, please complete the online application form found on our exhibitors' page or [click the link here](#). Call 864-574-1253 if you need assistance in completing the online form.

Our Vendor Coordinator will contact you with payment information once your application has been received and approved. We will process all exhibitors' payments by check.

Non-profit fee for one exhibitor space: \$30 if paid before February 28, 2018
\$45 after February 28, 2018

Business fee for one exhibitor space: \$50 if paid before February 28, 2018
\$70 after February 28, 2018

All vendor spaces are assigned prior to the festival. We have limited spaces with electricity so consider registering early if your booth requires electrical support. These spaces will be issued based on receipt date of payment. Extension cords may be required; be prepared to provide these, if needed, for your booth. Please describe how much and why electrical power is needed (i.e. lights, refrigeration, sound board, etc.) on your application.

Submission and payment of application fees is deemed acceptance of the following stipulations:

1. Set-up time on Saturday will begin at 7:00 a.m. and will be staggered to safely install each vendor/food truck. Vendors/Food Trucks will be notified of scheduled arrival times. Vehicles will NOT be allowed in the vendor area after 9:00 a.m.
2. All exhibitors must conduct their business from their stand area and exhibits must not intrude into public areas. Stands must be occupied throughout the festival. **All booths must be open and attended until 4:00 pm.**
3. All exhibitors take part in the festival in every way at their own risk, including that from loss, damage, flooding, accidents, setting up or dismantling stands while in the confines of the festival grounds including the parking area.
4. Vendors are expected to use recyclable packaging materials (**no plastic bags**). Recyclable paper products preferred, including [straws](#). Each year we move closer to becoming a zero waste event, our ultimate goal.

Goods considered unsuitable or inappropriate in any way by Spartanburg Earth Day Festival must be removed from the festival grounds immediately. No firearms or explosives allowed.

5. The Spartanburg Earth Day Festival reserves the right to cancel the festival. Vendors will receive a full refund in case of such a cancellation. **Booth and food vendor reservation fees are non-refundable unless the event is canceled.** The expectation is that the festival will be held rain or shine. Please notify us if your plans change and you are unable to come so that we can reallocate your space.

We look forward to hearing from you and hope you will participate.

Sincerely,

Joyce Harrison, Chair 864-574-1253

Alice Sutton, Co-Chair 864-541-8819