

## **Exhibitors Rules & Guidelines**

Send the following information to [exhibitors@tucsonearthday.org](mailto:exhibitors@tucsonearthday.org) and you will receive a confirmation email:

- Name of (POC) exhibitor
- Name of organization representing
- Address of exhibitor
- Contact phone number (must be able to reach you day of event)
- Brief description of activity your organization will be doing at the festival
- Live Animals – see above with insurance requirements
- Special needs – Note no electricity, tents, chairs, or tables will be provided  
Alternative fuel vehicles must be licensed and attended at all times

### **2017 Tucson Earth Day Festival at Children's Museum Tucson**

**Saturday April 22, 2017**

**10 AM to 2 PM**

200 S 6th Ave, Tucson, AZ 85701

### **Free Registration for 2017**

**All exhibitors agree to abide by these rules/guidelines when submitting the Earth Day Festival registration.**

**All rules, guidelines and restrictions applicable to Children's Museum Tucson and also applicable to the Tucson Earth Day Festival activity area.**

**Any group or individual in violation of these Rules and Guidelines will have their permission to participate revoked on the spot.**

**Questions:** [exhibitors@tucsonearthday.org](mailto:exhibitors@tucsonearthday.org)

## **Exhibit Guidelines and Pertinent Information:**

1. An **exhibitor** is anyone exhibiting a display, distributing information or collecting signatures.
2. Exhibitors are not allowed to sell items in the park or at the Children's Museum.
3. No tables, chairs or canopy will be provided/rented. All exhibitors must be self-reliant and bring their own.
4. Trash/recycle containers will be available throughout the event. Please help monitor your area.
5. Electricity is not available to exhibitors.
6. No water hoses are permitted for exhibitor displays. Water is only available at restrooms which are not near Children's Museum.
7. There is no cost to be an exhibitor at the Tucson Earth Day Festival for 2017.

### **Exhibitor Rules:**

1. Exhibits **MUST** have an environmental focus and should include a **FREE** hands-on activity targeting children in grades K-8. Items for sale must be environmentally related/friendly.
2. Decorations and displays must be fire-safe.
3. Shade tents/canopies must be tethered at all support posts. Stakes shall not be in the ground deeper than 8 inches.
4. Exhibitors must stay within their assigned space. Spaces are approx. 10 feet x 10 feet.
5. Each booth must be staffed for the duration of the event.
6. Sound amplification at exhibitor booths is not allowed.
7. Offensive or disruptive behavior will not be tolerated. Displays or signs negatively depicting other organizations are inappropriate for this family event and are prohibited from the exhibit area and in the parade.
8. All live animals must be on leashes or in cages at all times.
9. Any vehicle driven onto the grass at the Park must use care to not damage sprinkler heads. Any damage will be billed to the vehicle owner/operator.
10. The Earth Day Festival does not have insurance to cover exhibitors/vendors and is not liable for accidents/incidents. All exhibitors must have their own event insurance.
11. **Live Animals** – Prior to the festival Exhibitors with live animals must send a copy of their event insurance (in the amount of \$1,000,000) to:

Tucson Earth Day Festival  
P.O. Box 1544  
Tucson, AZ 85702-1544

**City of Tucson, Children's Museum Tucson and Tucson Earth Day Festival must be named as additionally insured for "April 22th, 2017 Earth Day Festival at Children's Museum Tucson".**  
A copy of the insurance certificate must be available at the booth during the event.

### **Exhibitor Spaces and Check-In:**

1. Exhibitor check-in and **setup time is 8 a.m. – 9:30 a.m. in the morning.**

**2. Setup must be 100% complete by 9:30 a.m. Police will close the roads before 10:00 am. No cars allowed after the street is closed.**

3. Enter 12<sup>th</sup> East heading downtown.

4. Check-in at the Earth Day Festival information booth (NOT the Children's Museum info booth) to learn your space #.

5. Help will be available to quickly unload your vehicle at the curb.

6. Immediately park in the exhibitor parking area prior to booth setup.

7. Exhibitor spaces will be assigned on a first-come, first-served basis and exact location will not be available until the morning of the Festival.

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