



## Festival Guidelines and Criteria

We welcome exhibitors and sponsors from any organization that provides products and/or services which contribute directly to environmental sustainability such as:

- Organic, recycled, or renewable products
- Ecological services and/or education
- Has a history of environmentally sustainable business practices or organizational practices
- Has in place a program to increase sustainable practices in its company/organization.

## Exhibits and Fee Structure

There are three major components to the Conway EcoFest;

1. The primary component is the “**ECOLibrium**”: a highly interactive, and coordinated environmental education area geared to all ages. This area will explore all aspects of an issue, show the connections between each topic, and look at sustainable ways of life. **See Guidelines below.**
2. A more traditional **Marketplace** where those who wish to sell products, foods or services are invited to help educate the public about their environmental products and/or links within our community. **This will include food vendors. See Guidelines below.**
3. The Cardboard Car Derby

Exhibit Guidelines	
ECOLibrium Guidelines	MarketPlace Guidelines
<ol style="list-style-type: none"> <li>1. You may request as much space as you need to facilitate your <b>interactive exhibit; we suggest a minimum of 20’.</b></li> <li>2. Uniform size display posters will be provided at all exhibits in the <b>ECOLibrium Educational Gallery, in order to tell about the (qualified) exhibit sponsor, and their sustainable business practices and efforts. We are focusing on Energy this year, so we encourage telling about how each exhibit topic is impacting the energy or other environmental issues. Traditional banners are permissible ONLY in the Marketplace (with prior approval).</b></li> <li>3. We encourage at least one contact with the section leader ASAP to <b>help coordinate efforts, and topics within each section. This will allow for a much more enriching and educational experience for everyone involved. This contact will also allow you to be included in our walking guide/map through the educational ECOLibrium.</b></li> <li>4. Unrelated candy/trinket give aways are discouraged; <b>Basic information about your organization is permissible so long as the focus of the exhibit is environmental education. Information may be distributed in the Marketplace.</b></li> <li>5. Petitions are not permitted in the ECOLibrium area. Petitions are <b>permissible at exhibits in the Marketplace, but may not leave the specific exhibit.</b></li> <li>6. To keep entry costs <b>low for everyone, and because all exhibits will require different things, tables and chairs will not be provided without prior arrangements.</b></li> <li>7. Work towards no waste. Styrofoam and glass are not permitted at <b>this event.</b></li> </ol>	<ol style="list-style-type: none"> <li>1. Exhibitors in the Marketplace, may request up to 20’ for their exhibit (more if prearranged)</li> <li>2. Tables and chairs will not be provided (without prior arrangements) in an effort to reduce event costs</li> <li>3. Unrelated candy/trinket give aways are discouraged</li> <li>4. Exhibitors should meet festival criteria set forth above</li> <li>5. Petitions are permissible at exhibits in the Marketplace, but may not leave the specific exhibit.</li> <li>6. Work towards no waste. Styrofoam and glass are not permitted at this event</li> <li>7. Those <b>SELLING</b> food, must provide a copy of its Health Dept. permit (temps are available- ###-####); if you are working from a traveling food station of any kind, vendor must provide exact measurements of vehicle and pictures of vehicle. No Styrofoam or glass products of any kind.</li> <li>8. Those distributing <b>FREE</b> food, taste tests, etc.: If any food is being given away at an exhibit, it must be prepared in a commercial kitchen. No food is permitted that does not meet health code specifications.</li> </ol>

## Fee structures for exhibits

Fees are kept very low so companies/organizations can be part of all areas. Also, those who wish to be involved in the exciting and engaging, "ECOlilibrium", which explores balance in our environment, will have a reduced rate in an effort to support their development of a highly interactive educational exhibit.

MarketPlace		
1-3 employees	4-6 employees	7+ employees
\$25.00	\$50	\$100.00
<b>10% discount for multiple exhibits.</b>		

Food Vendors – (separate application)	
Small business \$50.00	Large businesses \$100.00

ECOlilibrium
\$25.00 for interactive educational exhibitors and/or non-profit exhibitors.

Cardboard Car Derby
Entry fee is \$10.00. Wheels are available for \$4.00 each while they last, by calling Debbie at 327-2105 Rules and regulations can be found on the website under Events/Cardboard Car Derby.

Fee waivers are available to non-profits/small businesses as funds permit. Please indicate your need in this application.

**Power:** Minimum of \$10 but will be determined by needs.

**Water:** Minimum of \$10 but will be determined by needs.

Each exhibitor will need to provide own extension cords and potable-specific water hose(s). If special plugging needs, any converter will need to be provided by the vendor.

## Exhibitor Application (Food Vendor and Cardboard Derby applications are separate)

\*\*\*A panel reviews applications on a regular basis; you will be notified by email or phone when the review process is complete. Payment is requested AFTER you are notified.\*\*\*  
Please note: If you need Power or Water your application needs to be received by August 24<sup>th</sup>.

**DATE:** Saturday September 12<sup>th</sup>, 2009 10am - 4pm

**LOCATION:** Laurel Park, Conway AR (2200 block of Prince Street)

**FESTIVAL MAIN HOURS:** Saturday, 10:00 am - 4:00 pm (some events may begin before or after)

**RAIN DATE:** Sunday September 13<sup>th</sup>, 2009 12noon – 5pm

### Business/Organization Information

Business/Organization Name:

Business Address:

City:

State:

Zip:

Business Size:

1-3 Employees

4-6 Employees

7+ Employees

Non-Profit/Education

Business Type:

Specify if "other":

Type of Exhibit you are applying for:

Ecolibrium

Marketplace

Cardboard Car Derby

Food Vendor

### Contact Information

Primary Contact:

Email:

Fax:

Work Phone:

Mobile Phone:

Day Phone:

### Your Business

Which topic best describes your company/business/organization or planned exhibit? (check all that apply)

Agriculture & Organics

Literacy

Education

Energy

Transportation

Recycling/Waste/Litter

Science & Enviro.Tech

Cardboard Car Derby

Green Building/Eco-friendly

Cars/alternative fuels

Natural Resources

homes/businesses

Other

If "Other" please describe:

ECOLibrium Exhibits: Describe your exhibit, and how will it be interactive for participants:

MarketPlace Exhibits: Describe the nature of the items you will be offering for sale or giving away:

Briefly explain how you are contributing to environmental sustainability

#### Exhibit Space Order:

Do you need power?      Yes      No

Please specify exact needs. Price will be determined on your needs.

Do you need water?      Yes      No

Please specify exact needs. Price will be determined on your needs.

How much space do you need?

Will you be bringing a tent?

Tables and chairs are of very limited supply.

If available, do you need a table (8' by 2.5) or chairs (2) in the ECOLibrium?      Yes      No

Any other special Needs?:

Name of Commercial Sponsor (If applicable):

If no sponsor, would you like to apply for an exhibit-fee waiver if funds allow? \_\_\_\_\_ YES      \_\_\_\_\_ NOT NEEDED

## Exhibitor/Vendor Agreement

1. EcoFest will open to vendors/ exhibitors at 8 a.m. on Saturday September 12th, 2009. All vendors/exhibitors must check in upon entrance and be unloaded by 9:30 a.m. Vendors/Exhibitors must remove all equipment and product from park property, leaving space clean and free of trash and debris. Exhibitors and Vendors will be asked to recycle.
2. No refunds will be provided to any exhibitor or vendor in the case of inclement weather. The rain date is set for Sunday September 13th, from 12 to 5.
3. Exhibit fees must be paid on notification of acceptance of application, and are non-refundable.
4. Exhibitors and Vendors are responsible for bringing exhibits, which may/may not include tables/chairs unless prearranged). Please keep in mind, that traditional table-top exhibits are discouraged in the ECOLibrium area.
5. It is recommended that your organization bring extra chairs if needed, and a tent as needed. If you wish to bring a tent please indicate this on your application. Each space in the Market Place is approximately 15' x 15' ' unless more is requested – no extra charge.

6. It is the vendors/exhibitors responsibility to obtain any and all permits required by the City of Conway and/or the State of Arkansas, and to pay all appropriate taxes and fees to the City and State. If applicable, vendors must have, ready for inspection, a Food Permit issued by the Faulkner County Department of Health.
7. All business or other activity applied for must be conducted only in the vendor/exhibitor's designated space. Vendors/exhibitors may not assign or sublet their exhibit/tent without written consent of Conway EcoFest.
8. All Marketplace vendor's/exhibitor's prices must be posted in a professional and legible manner.
9. Generators are permitted but discouraged and must have prior approval by Conway EcoFest. Battery or solar generated electric is permissible and encouraged.
10. Vendors/exhibitors agree to reimburse Conway EcoFest for the cost of any fines or liabilities incurred during EcoFest due to vendor/exhibitor failure to comply with any and all government regulations.
11. Vendors/exhibitors agree that Conway EcoFest shall not be liable for any lost or damaged property.
12. Vendors/exhibitors agree that the services conducted in their exhibit shall be supportive and appropriate to the purposes of the EcoFest, which is to create a highly interactive environmental community festival that celebrates the interconnected web of life, demonstrates present ecological issues and imbalances, and invites and portrays creative exploration of new ways of living that are more balanced, united and enjoyable.
13. Conway EcoFest reserves the right, in its sole discretion, to refuse exhibit space to any individual or organization that does not support the purposes and goals of Conway EcoFest.
14. Vendors/ Exhibitors agree not to place any equipment or goods in their exhibit that are objectionable, dangerous, or not in connection with the purposes of Conway EcoFest. Conway EcoFest reserves the right to require immediate removal of any non-complying goods, activities or signs.
15. Vendors/exhibitors agree to indemnify and hold harmless Conway EcoFest, its directors, officers, volunteers, agents against any and all claims (including attorney's fees) imposed on, incurred by, asserted against any of the parties mentioned above, caused by any act or omission of anyone, or occurring within the vendors/exhibitors exhibit space, or arising in connection with the activities conducted by the vendor/ exhibitor during EcoFest.
16. Food/Beverage Vendors agree to:
  - a. Sell only the food items approved by Conway EcoFest;Not use charcoal or propane tanks in the designated park areas;
  - b. Serve food in or on recyclable or compostable containers. Styrofoam/glass containers shall not be permitted;
  - c. Provide Conway EcoFest and Conway City Health Inspector with the necessary Food and Health Permits required by Faulkner County prior to the start of the event;
  - d. Clean up of the vendor space – leave no trash behind.

You will be contacted when your application has been processed and accepted. Call 501-327-2105 if you have any questions. Click the submit button to send your application electronically via email or print and mail it to 5 New Oxford Road Conway AR 72034.

Note: After you select the "Submit" button to send your application, you will be asked to provide a valid e-mail address and full name. You will then be asked to select an email client. If you select "Desktop Email Application" your application will automatically attach to an e-mail that contains the following message "Form Returned: Exhibit Application.pdf. The attached file is the filled out form. Please open it to review the data." Please disregard this message and click send. If you select "Internet E-mail" you will need to save the application to your computer and return it manually to [conwayecofest@gmail.com](mailto:conwayecofest@gmail.com).