

VENDOR INFORMATION

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GUIDELINES FOR BOOTH PARTICIPATION

- **Our Goal is to present exhibitors who demonstrate their participation in Earthwise Living by RETHINKING how to REDUCE, REUSE and RECYCLE daily. Your booth should reflect this theme. Think GREEN Together we can save our environment.**
- **Table / Booth space is 8 X 8 with 2 chairs**
- **Early setup is Friday, February 26, 2010 from 3:00 pm to 7:00 pm.** Booth setup must be complete by 9:30 am on Saturday, February 27, 2010. (Things can be left inside the center and set outside the next morning) The Community Center will be open at 8:00 am on Saturday, February 27, 2010.
- **Vendors will need to bring your own wire, rope, tape, etc to hang your displays and electric extension cords if needed. Soft partitions / backdrops to hang signs or information are available; or you may bring your own**
- **Booth TAKEDOWN begins at 2:15 pm.** All Booth Participants must remain in place until the conclusion of the closing ceremony. ***PLAN TO STAY OPERATING YOUR BOOTH UNTIL 2:15 PM***
- **Parking:** is available behind the Community Center. Please inform the police officers on Evers Rd that you are participant, speaker or delivering something for a vendor)
- Handouts should be environmentally friendly and promote our goals. Limit giveaways and avoid throwaways

Thank you for participating in the 21st Annual Earthwise Living Day!

PLEASE....

1. Limit the number of handouts to each visitor
2. Giveaways should reflect the overall environmental theme
3. Brochures should be printed on recycled paper with soy ink if possible
4. Choose promotional items that affect consumers habits
5. Avoid plastic materials unless they can be recycled
6. Practical promotional item; avoid throwaway items

Consider incorporating Earthwise Living Day special offers or sales for your Business
Encourage customers to visit your booth at the event.

REGISTRATION FORMS MUST BE RECEIVED BY FEBRUARY 5, 2010
BOOTHS ARE ALLOTTED ON FIRST COME FIRST SERVE BASIS





BOOTH REGISTRATION

"Trees safeguard our AIR, LAND, WATER and COMMUNITY"

21st Annual Earthwise Living Day

Saturday, February 27, 2010

**Name of Business
or Organization:** _____

Contact Person: _____

Address: _____

Telephone:

Home: _____

Work: _____

Cell: _____

EMAIL: _____

SET-UP REQUIREMENTS (CHECK ALL APPLICABLE)

- One Table Included
- Additional Chairs _____ (2 Included)
- Electric 120V (Bring your own extension cord)

Fees and Sponsorship

- Business:** Inside \$40
- Business:** Porch Covered: \$15
- Request Scholarship**
- Non-Profit:** Inside \$15
- Non-Profit:** Porch Covered \$10

SPONSORSHIPS

- Mighty Oak \$250**—complimentary preferred booth location table and chairs included , maximum publicity, credit on flyers and website listing
- Texas Mountain Laurel \$150** —complimentary booth location table and chairs included , credit on flyers and website listing
- Lovely Lantana \$75-\$100** offers the opportunity to participate through a cash or product donation, complimentary booth, and a website listing

Describe Table Booth Activity:

Make Checks Payable and Mail To:

City of Leon Valley
Attn: Earthwise Living Day Committee
6400 El Verde Rd
Leon Valley, TX 78238

If you have any questions regarding our Earthwise Living

Day Program please contact: Valerie Siat

Phone: (210) 681-1232

Fax: (210) 681-7886

Email: v.siat@leonvalleytexas.gov

APPLICATION DEADLINE FEB. 5, 2010

Please bring your own cup for coffee and refreshments

