



## Belmont Earth Day Festival 2009

### Information for Vendors

[www.belmont.gov/earthday](http://www.belmont.gov/earthday)

#### Logistics:

*Date:* Saturday, April 25 from 10am to 3pm

*Location:* Barrett Community Center, 1870 Ralston Avenue in Belmont, CA

#### Overview:

- This is the final event after a week's worth of civic projects in Belmont. It's a festive, community celebration that is entertaining and fun.
- The event educates attendees about eco-friendly living through engaging, hands-on activities and interactive displays and presentations.
- Speakers share their insights about healthy living, energy efficient tips for the home, and trends in sustainable lifestyles.
- Attendees discover the wealth of local resources, businesses, and nonprofit organizations that serve the Belmont community.
- Visitors leave the event with new ideas for next steps they can take in their efforts to live more earth-friendly lifestyle. They can write down their Earth Day pledges and add their artistic touches to a community-created Earth Day mural.
- Participants have the opportunity to sample organic food.

#### Vendor guidelines:

- Try to avoid giving out paper/brochures. Instead, get email addresses from interested attendees and email information after the event. We will give all attendees one master list of vendors/web addresses for their reference. Please let us know on the registration form what information you would like to include on the list.
- Offer attendees tips on how to use your sustainable products, services, and/or programs to live a more earth-friendly lifestyle. Help them identify a specific commitment they can make. Attendees can write or illustrate their commitment on the community mural.
- Provide an educational and/or interactive, hands-on element if possible.
- You're encouraged to give out samples and offer show specials and discount coupons.
- Since electricity is very limited at this facility, you will not be provided with access to electricity unless you make special arrangements with Erica Spacher. You may be charged an additional fee.
- The majority of the event will be outside. Each vendor will receive one table and two chairs; you can request additional ones for an additional fee. In case of rain, tables will be moved inside or under building overhangs.



## Vendor registration fee

### *For-Profit Businesses:*

- Participation fee: \$100
- Single table space (includes 6' table & 2 chairs)
- Additional table (with 2 additional chairs) will cost \$10

### *Nonprofit Organizations:*

- Participation fee: Free
- Single table space (includes 6' table & 2 chairs)
- Additional table (with 2 additional chairs) will cost \$10

## Sponsorships

### *Community Partner Level:*

- Participation fee: \$1000 (\$500 for nonprofit organizations)
- Double-size table space with preferred placement (includes (2) 6' tables & 4 chairs)
- Includes logo on:
  - Event banner across Ralston Avenue
  - Newspaper ads
  - Posters
  - Event Website
  - Pen TV Ad
  - City of Belmont Channel Ad
  - Listing in handout for attendees
- Recognition during announcements at the event

### *Friend Level:*

- Participation fee: \$500 (\$250 for nonprofit organizations)
- Double-size table space (includes (2) 6' tables & 4 chairs)
- Includes logo on:
  - Event Website
  - Pen TV Ad — Channel 27
  - Listing in handout for attendees
- Recognition during announcements at the event

## For more information

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