

COLUMBIA EARTH DAY 2010

804-C E. Broadway
Columbia, MO 65201
573-875-0539
columbiaearthday.org
mail@columbiaearthday.org

January 30, 2010

Dear Friend,

Hello. Thanks for your interest in being a food vendor **at the Earth Day Street Fair**. The Festival, marking the **40th anniversary of the original Earth Day**, will be held **Sunday April 25** in MU's Peace Park with booths being set up on adjacent streets. In the event of bad weather we will move the Festival to Sunday, May 2.

Unlike past years, **for 2010 all booths selling food or drink will be clustered in a Food Court on 7th St. with a seating area. The per-booth fee schedule for food booths is \$75 per booth, if for-profit, and \$50 per booth, if non-profit.** We are charging these somewhat higher fees due in part to the fact that food vending at Earth Day is, for most food vendors, quite lucrative, and in part because we will be going to added expense and effort renting tables and chairs and setting up an eating area. Our booth fees for food vendors are still significantly lower than the fees charged at comparable events.

We will be taking reservations on a first-come-first-served basis, beginning Monday, February 1. To encourage timely registration, we will apply a **\$10 per booth surcharge to any registrations received after April 18.**

Please note that Earth Day booths are **all 10' x 10'**. **If you need more space than this, you should get more than one booth.** If, for example, you are bringing a 14' trailer, or anything larger than 10' in length, you'll need to opt for two booths.

Another area that has been the source of some confusion and problems in the past is generators. **Due to emissions and noise, there are no generators allowed at Earth Day**, except solar or wind powered generators.

Also, please make a point of **contacting the Columbia Health Dept. prior to Earth Day** to make sure that your set-up meets Health Dept. regulations. There will be an inspector present on Earth Day, and we want you to be able to sell at the festival, not be shut down.

We will be providing extra trash bins and recycling containers for the Food Court area. We hope that you will **take responsibility for cleaning up your area**, and, **lend a hand in cleaning up the tables adjacent to your booth** if participants don't do so. This will make the Food Court more inviting to all participants.

EARTH FLAGS: This year we're again encouraging booths to **display an Earth Flag** and making these 3' x 5' flags available at a **discounted price of just \$7.50**. If you'd like one, you can include this in your registration. We will distribute the flags the morning of Earth Day.

Please read through the details regarding the booths on reverse. Especially note that **we request that you be attentive to the environmental impact of your booth**. Also, please note: **All booths selling anything will need to collect sales tax** or document their exemption. **(Forms & rate charts will be distributed at Earth Day.)** If you have any questions please feel free to contact me at the Peace Nook (573-875-0539). We hope you'll join us in Columbia's Earth Day celebration.

Sincerely,

Mark Haim

For the Earth Day Coalition

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Booth Reservation Information

1. The Festival & Street Fair will be held Sunday April 25. In the event of bad weather we will postpone to Sunday May 2. We do not plan to have an indoor rain site. The Street Fair will run from noon to 6:30 p.m. Booth set up can begin by 8:00 a.m. **Please follow the traffic directions provided by ED volunteers, unload your materials and park before setting up. All booths must be in place absolutely no later than 11:00 a.m.**, as the streets will be **closed to all traffic** after this time. Streets will remain closed until 6:30 p.m. Booths must be kept open until 6:30 p.m., or, if you need to close early, please remove your booth materials by walking them out. **No vehicles are allowed on the streets before 6:30.**
2. Booth spaces sized 10' X 10' will be available. **Your set up should not exceed the allocated space** (if you need more than a 10' X 10' space, please sign up for an extra booth.). Booth sites will be assigned by the Columbia Earth Day Coalition. Booth representatives may request a specific location by bringing this form to the Peace Nook, 804-C E. B'way, and picking out a location on a first-come-first-served basis. (Nook hrs: Mon.-Sat. 10-9, Sun. 12-6)
3. **Your group/business is responsible for bringing all set up materials (tables, chairs, etc.).**
4. **Food Booth fees are as follows (w/a \$10/booth surcharge applied to any received after 4/18):**
 - For-Profit--\$75 per booth
 - Non-profit--\$50 per booth
5. **We request that everyone setting up a booth attempts to practice good stewardship of the Earth.** In particular, if possible, please don't distribute items that are not recyclable or biodegradable (e.g. polystyrene cups, plastic packaging). **All food vendors must contact the Columbia Health Dept. for their regulations. Electric hookups are not available**, and, due to noise & exhaust, **electric generators are prohibited** (except wind or photovoltaic). Please take whatever actions you can to **minimize litter generation**, and to **clean up your area at the conclusion of the Street Fair.**
6. **No refunds for booth fees will be made for any reason.**
7. The Earth Day Coalition will make every reasonable effort to assure the safety of participants and exhibitors. We cannot, however, be liable for injuries or loss of property which might occur. **By signing up for a booth the undersigned agrees to hold harmless from any liability the Columbia Earth Day Coalition and its member organizations.**

FOOD VENDOR REGISTRATION FORM

ORGANIZATION _____ BOOTH # _____ EARTH FLAG @ \$7.50? YES NO

For-Profit \$75/ea. _____ Non-Profit \$50/ea. _____ # of Booths _____ +\$10/booth surcharge after 4/18 _____ Total \$ _____

SIGNATURE OF CONTACT PERSON _____

CONTACT NAME _____ ADDRESS _____ ZIP _____

PHONES (H) _____ (W) _____ E-MAIL _____

ALT. CONTACT NAME _____ ADDRESS _____ ZIP _____

PHONES (H) _____ (W) _____ E-MAIL _____

PLEASE MAIL/BRING CHECKS TO: COLUMBIA EARTH DAY COALITION C/O PEACE NOOK, 804-C E. BROADWAY, COLUMBIA, MO 65201