



## **Earth Day Kids Fest**

**Saturday, April 16, 2011**  
**10 am to 3 pm**

The 9th Annual Earth Day Kids Fest (EDKF) hosted by Captain Planet Foundation (CPF), Chattahoochee Nature Center (CNC) with Macy's as our presenting sponsor and Comcast Xfinity as presenting media sponsor promises to be education and fun rolled into one! This event is a unique and exciting hands-on environmental education event where we encourage youngsters to take the first steps in becoming environmental stewards. Through engaging activities and performances, kids are energized with empowering information, allowing them to lead the way in preserving and protecting our biological diversity and natural resources.

"We are anticipating another fantastic year for Earth Day Kids Fest," says Laura Turner Seydel, CPF Chairperson. "Everyone works really hard to make each year bigger and better, and I think those who attend will not be disappointed. This is a wonderful opportunity to get children outdoors and learning, two things any adult can support."

With a spectacular and diverse line-up of "edutainment" on the horizon, the entire day is sure to inspire children to take action, even in the smallest ways, to help save the planet! In fact, this is your chance to meet Captain Planet in person, as he will be on-hand to take photos with budding Planeteers! His cartoons will even be showing in the Cowie Weiss Theater as part of the day's activities. CPF will also have an example of a Captain Planet's Learning Garden on display as well as a planting activity for children. CNC will sponsor live animal presentations to bring the outdoors up close and personal. Join in with the "Ready, Set, Grow" active area where kids can have fun with "recycle relays"! Guests can even get their faces painted or paddle a canoe on the CNC Beaver Pond. Numerous other groups and environmental organizations will be present with booths to help everyone explore eco-themes through education. There will be a green marketplace for the adults to peruse an array of earth-friendly household goods. Healthy, delicious snacks will be complimentary and pizza will be available for purchase.

The Chattahoochee Nature Center and the Captain Planet Foundation invites **YOU** to participate in this unique Earth Day event! Our Education Stations will highlight local and national environmental organizations that focus on helping kids learn more about and protect our environment! We will also have a Green Marketplace for adults to peruse an array of earth-friendly household goods. We welcome organizations and entrepreneurs who focus on environmental education and environmentally-friendly products. **We invite you to be one of our participants as an education station or in our eco-marketplace where you can sell your products directly to our visitors in a festival-setting at the Chattahoochee Nature Center!**

The price of admission is \$5 for children, \$6 for seniors, \$8 for adults, and children under two are free. Visit [www.chattnaturecenter.org](http://www.chattnaturecenter.org) for more information.

Your participation as an exhibitor or vendor will provide an excellent means of interacting with environmentally-minded families in Metro Atlanta. Please find the attached Vendor and Exhibitor Information and Application Form.

Sincerely,  
Nikki Parker, [n.parker@chattnaturecenter.org](mailto:n.parker@chattnaturecenter.org), 770-992-2055 ext. 249  
Rebecca Gilbert, [r.gilbert@chattnaturecenter.org](mailto:r.gilbert@chattnaturecenter.org), 770-992-2055 ext. 236  
Chattahoochee Nature Center  
9135 Willeo Road, Roswell, GA 30075  
Fax: 770-552-0926

## **GENERAL EXHIBITOR/VENDOR INFORMATION and CONTRACT PROVISIONS**

Submit your applications quickly. Applications that meet exhibiting criteria will be accepted on a first come, first reserved basis. Please keep copies of all information for your records. We have limited spaces available.

### **EXHIBITOR (Education Stations)**

The exhibitor space will be located outside on the grounds of the Chattahoochee Nature Center. Please bring a pop-up tent if you have one. CNC has a limited number of pop-up tents available for use; please make a note on the form below if you need one. Guests will be entering and exiting throughout the day so the space cannot be secured during the event. Exhibitor tables will be one of three different sizes based on availability - please provide your own tablecloth and décor; two chairs and two tables will be provided. **Additional** tables are available for only \$10.00/table. You may bring up to two more tables of your own for no charge, however we must know no later than April 1 if you are bringing your own tables and we must know how big the tables are. After April 1, additional tables (*if available*) must be rented from the CNC.

### **VENDOR SPACE (Green Market-Place)**

The vendor space will be located in the Chattahoochee Nature Center (CNC) Kingfisher Hall. You may choose to be outside, however you must provide your own pop-up tent and inside space for inclement weather is not guaranteed. Guests will be entering and exiting throughout the day so the space cannot be secured during the event. Vendor tables are standard 6' x 30" – please provide your own tablecloth and décor; two chairs and one table will be provided. **Additional** tables are available for only \$10.00/table. You may bring up to two more tables of your own for no charge, however we must know no later than April 1 if you are bringing your own tables and we must know how big the tables are. After April 1, additional tables (*if available*) must be rented from the CNC.

There are limited electrical outlets (subject to safe use and availability). Availability is based upon request with no additional charge. If electricity is needed, the vendor should bring any needed extension cord and/or power strip.

<b>Vendor Set-Up:</b>	Friday, April 15 between 2:00 – 7:00 PM Saturday, April 16 between 7:30 – 8:45 AM
<b>Event Hours:</b>	Saturday, April 16 between 10:00 AM and 3 PM
<b>Vendor Breakdown:</b>	Saturday, April 16 between 3:00 – 5:00 PM

Exhibitors and Vendors are not required to pay admission to the event. Please include name and contact information for all staff or volunteers working in the Exhibitor and Vendor Areas on the Application form for the check in area.

CNC can provide **up to 2 lunches per group** for both Exhibitors and Vendors. Additional food will be available for purchase, or you may bring your own. No glass or alcohol, please.

### **APPLICATION DEADLINE**

Please return this completed application form with payment no later than **March 4, 2011**.

### **QUESTIONS?**

If you need additional information regarding the event contact:

**Nikki Parker**, [n.parker@chattnaturecenter.org](mailto:n.parker@chattnaturecenter.org), 770-992-2055 ext. 249

**Rebecca Gilbert**, [r.gilbert@chattnaturecenter.org](mailto:r.gilbert@chattnaturecenter.org), 770-992-2055 ext. 236

# Earth Day Kids Fest Exhibitor and Vendor Application Form

(Please print or type)

Name of Representative:

Name of Organization:

Organization Mailing Address:

Web Site URL:

E-mail:

Main Phone:

Secondary Phone:

Fax:

Number of Individuals Assisting Day Of:

**FEES** - Check appropriate category(s):

**Exhibitor: FREE**

Exhibitors must be non-profit organizations providing hands-on educational activities for children/youth throughout the day. Hands-on activities do not include coloring sheets but can include interactive games, activities, craft projects, etc. Includes 1 table and 2 chairs.

**Earth Day Kids Fest Vendor: \$100\*\***

Vendors must be selling environmentally-minded goods including eco-friendly interior design, tools or materials to for a more environmentally friendly life, or products to lessen one's impact on the planet. Includes 1 table and 2 chairs.

\*\*  You may either pay \$100, OR you may pay \$50 and donate goods with a retail value of \$50. If you are donating an item(s), please describe it:

**Food Vendor: \$250**

Selling product and providing no samples. Includes 1 table and 2 chairs

**Food Vendor: FREE**

Food Vendors must provide samples for approximately 1000 guests with the option to provide coupons for product. Includes 1 table and 2 chairs) Vendors should provide their own ice if needed.

**Please select the size for your 1 table included with Fee Category:**

6' x 30" Table     8' x 30" Table     48" Round     6' x 2' Table

Is electricity needed?

Additional tables needed (6' x 3' rectangle)? \$10.00 per table **How many**

**Please describe your education activity or if selling items, what you plan to sell. (This information will be used in publicity, please describe your product/goods how you would like them portrayed):**

**Do you need a pop-up tent? (limited number available; first come, first served) yes      no**

**We will provide up to 2 lunches per organization; both Exhibitor and Vendor. Please note your lunch choice below:**

**Meat:**

**Vegetarian:**

**Vegan:**

**AMOUNT DUE**

**Fee      @      \$**

**DEADLINE AND MAILING ADDRESS:** Send application form with payment no later than March 4, 2011 to: Chattahoochee Nature Center, Attn: Nikki Parker, 9135 Willeo Road, Roswell, GA 30075

Office Use: Date Application Received \_\_\_\_\_ Date of Confirmation \_\_\_\_\_

**The following page must be signed and returned with your application.**



## **Exhibitor and Vendor Contract Provisions 2011**

**Your signature below indicates that you agree to follow these rules and regulations.**

- 1. CONTRACT:** The following rules and regulations become binding upon acceptance of this contract between the applicant (Exhibitor/Vendor), its employees and agents, and the Chattahoochee Nature Center (CNC). The Exhibitor/Vendor also assumes full responsibility for complying with any local, city, state, and federal regulations regarding permitting, sales, taxes, fire, electrical wiring, safety, and/or health.
- 2. SPACE ASSIGNMENTS:** Space will be assigned to Exhibitor/Vendor. CNC reserves the right to assign or alter vendor locations as it deems advisable and in the best interest of the festival.
- 3. PAYMENTS:** Tables will be assigned to Exhibitor/Vendor in good standing. Exhibitor/Vendor Fees are explained on the Exhibitor/Vendor info sheet. Payment can be made via mail by March 4, 2011 to Chattahoochee Nature Center, Attn: Nikki Parker, 9135 Willeo Road, Roswell, GA 30075
- 4. CANCELLATIONS:** Cancellations must be requested in writing and received on or before April 1, 2011. Requests should be made to Nikki Parker at [n.parker@chattnaturecenter.org](mailto:n.parker@chattnaturecenter.org). All registration refunds are subject to a 15% administrative fee. Please allow 4-6 weeks for refund. No refunds processed after April 5, 2011.
- 5. SAFETY:** Any/all electrical equipment, including signs and lights, shall be in good operable condition and able to pass the inspection of the local Fire Underwriters Inspection Bureau. Each Exhibitor/Vendor agrees to be knowledgeable and responsible regarding ordinances and regulations pertaining to health, fire prevention, and public safety while participating at this festival.
- 6. USE OF EXHIBIT SPACE:**
  - (A) Over-the-counter sales are defined as transfer of goods for money, check, draft, or other kind of payment. These sales will be permitted in accordance with facility, local, city, state, and federal regulations. These transactions must be made by the Exhibitor/Vendor – CNC is unable to assist with transactions.
  - (B) Distribution by the Exhibitor/Vendor of any printed matter, souvenirs or other articles must be confined to the assigned space. No undignified manner of attracting attention will be permitted. All displays must fit in the space provided.
  - (C) Exhibitor/Vendor shall reflect their company's highest standards of professionalism while maintaining the display during the symposium hours.
  - (D) Exhibitor/Vendor shall arrange their display so it does not obstruct the general view or hide the display of others.
- 7. SECURITY/LIABILITIES/INSURANCE:** Neither will CNC, or the Captain Planet Foundation (CPF), their members, nor the representatives and/or employees thereof be responsible for any injury, loss or damage that may occur to the Exhibitor/Vendor, or to the Exhibitor/Vendor's employees or property, from any cause whatsoever, prior to, during or subsequent to the period covered by this application/contract.
- 8. AMENDMENTS TO REGULATIONS:** Any and all matters and questions not specifically covered by the articles in this contract shall be subject to the decision of CNC. They may, in the interest of the festival, amend the aforementioned items covered by this contract at any time and notice thereof shall be binding on Exhibitor/Vendor equally with the foregoing rules set forth in this contract. CNC reserves the right to refuse space to any organizations, activities, groups, etc. deemed not appropriate to the educational or informational nature of the event.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Organization: \_\_\_\_\_