

EXHIBITOR GUIDELINES

Sunday, April 19, 2015 | 10am – 2pm
Kenyon Athletic Center | 221 Duff Street Gambier



What is the **Earth Day Festival**?

Now in its ninth year, the **Earth Day Festival** is a unique event that focuses on keeping ourselves and our world healthy. The planning committee strives to create a fun and entertaining atmosphere where visitors connect with environmental and health-related resources, plus learn skills or gain knowledge that enables and inspires action for green, healthy living.

We thank the 90+ exhibitors that take part in the event for being our partners in achieving this mission. Exhibitors are encouraged to provide hands-on learning activities whenever possible, and to share with visitors how their products or services benefit the health of people and the planet.

Who attends the **Earth Day Festival**?

A diverse demographic ranging in age and interest attend this free event. Many come as a family or with a group of friends. Runners and supporters of the Earth Day Challenge ½ Marathon & 4-mile Run/Walk, which takes place prior to the Festival, also stay to enjoy the event. Last year saw a total of 2,500+ attendees.

Who exhibits at the **Earth Day Festival**?

Exhibiting at the **Earth Day Festival** is open to non-profit and for-profit agencies and businesses that have a message, cause, product or service that addresses environmental or health-related topics.

Rules & Regulations for the **Earth Day Festival** exhibitors:

- 1) Exhibitors that have a message, cause, product, or service which addresses environmental or health-related topics are invited to attend. Event organizers may decline exhibitors who do not meet these criteria.
- 2) Exhibitors must submit a registration form by **Monday, March 30th**. Registration for non-profit organizations is free; all other exhibitors must submit a \$10 non-refundable fee with their form to reserve exhibit space. Exhibitors will NOT be asked to donate a door prize.
- 3) Electricity is limited, but can be reserved on a first come-first served basis for a \$20 fee, payable by check with registration.
- 4) Standard exhibitor spaces are 10' x 10'. Exhibitors may request additional space, though availability may be limited.
- 5) **You must bring your own table**; a limited number of chairs will be provided.
- 6) Exhibitors are strongly discouraged from distributing plastic bags for purchases.
- 7) Recycling is highly encouraged; containers will be provided.
- 8) No political or religious materials are to be sold or distributed.
- 9) Should you need to cancel your registration, please do so at least one week prior to the event. Your cooperation will help create a smoothly running event for everyone.

Comments from past exhibitors

"Wonderfully organized with a wonderful turnout."

"It is a great event and we appreciate being a part of it."

"Just wanted to say: great show, great vendors, great customers. Hope to see you next year."

The **Earth Day Festival** is organized by:

Brown Family Environmental Center at Kenyon College | Knox County Health Department
Knox County Park District | OSU Extension Knox County

EXHIBITOR SETUP

Festival organizers are pleased to again team up with the Earth Day Challenge ½ Marathon & 4-Miler race, which is also held at the Kenyon Athletic Center (KAC), 221 Duff Street, Gambier, starting at 8am on April 19th. We would like to capture as many of the expected 600 runners at the festival as possible, though it presents challenges for exhibitor access to the venue. Please read the instructions below carefully, and **see the exhibitor map**; your cooperation is greatly appreciated.

Two time periods are available to access the facility:

Saturday Evening Setup: 7:30 – 9:00pm, Meadow Lane Entrance OR South Entrance

- **This option is strongly encouraged.** Setting up Saturday evening will help exhibitors avoid traffic delays on Sunday morning, and it is the only time in which the Meadow Lane entrance will be available.
- Volunteers with a limited number of carts will assist exhibitors with unloading at two access points:
 - The Meadow Lane entrance allows drive-up access to the event space, and is best for exhibitors with a large amount of material to unload. This point may become congested; exhibitors are **required to move vehicles directly after unloading**, and then return to the facility to complete setup. Volunteers will be available to keep an eye on exhibitor belongings while they park – parking will be available in the KAC visitor parking lots.
 - The South Entrance will also be available on Saturday evening. This access requires a short walk to the event space, and is best suited for exhibitors with limited materials or dollies.
- Exhibitors will be permitted to set up materials in their designated exhibit spaces on Saturday evening. The building will be staffed with a Kenyon security officer overnight.
- **FESTIVAL PARKING:** If you setup on Saturday evening and do not need to drive up to the KAC on Sunday morning, please park in the **Overflow Lot** by following S.R. 229 directly to Duff Street (heading north) and taking your first right. Please do not attempt to continue north in your vehicle and cross Meadow Lane, where **race delays are expected** on Sunday morning.

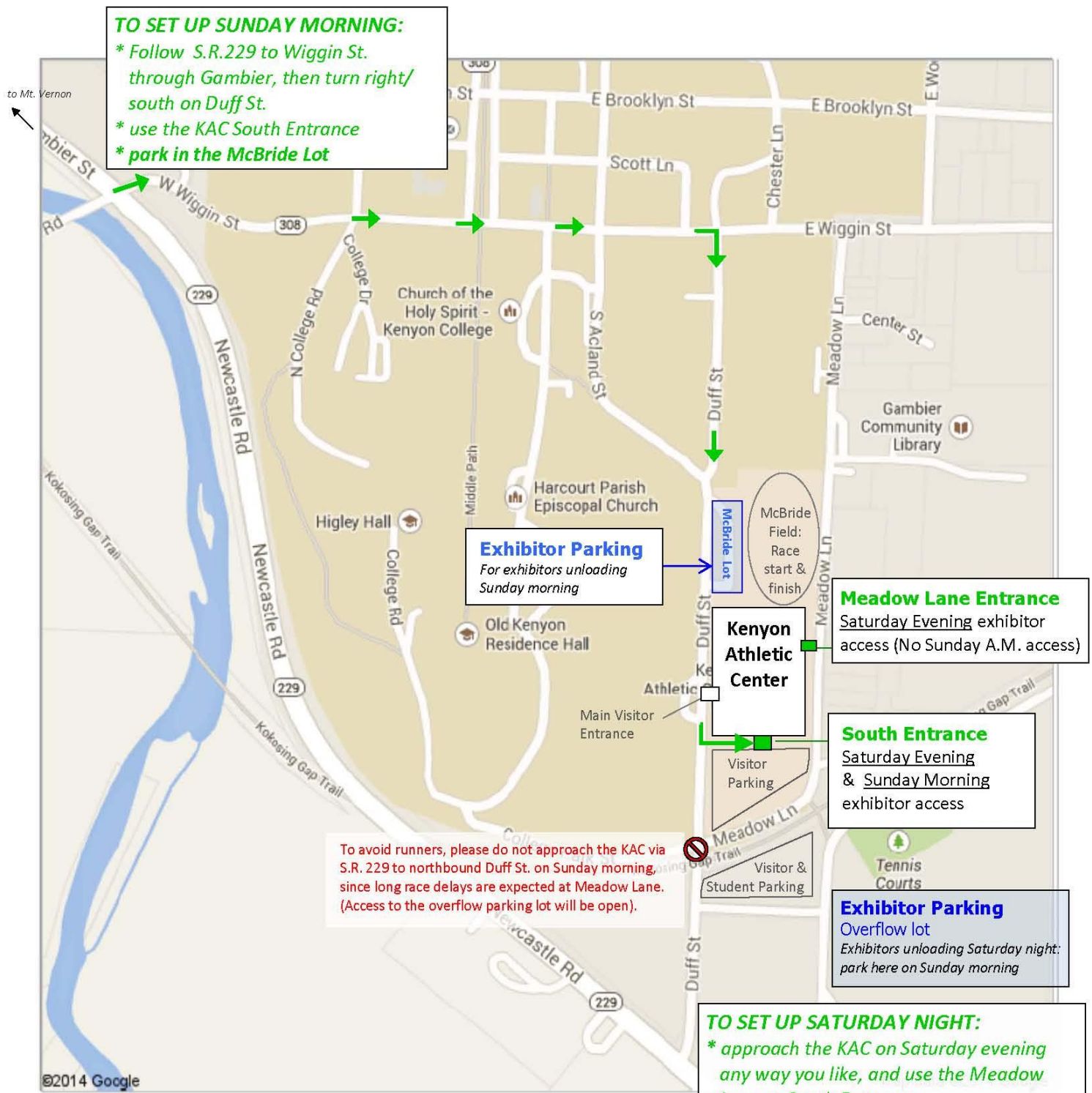
Sunday Morning Setup: 7:30 – 9:30am, South Entrance

- If you choose to drop off materials on Sunday morning, you may do so between 7:30 – 9:30am, though we recommend that you **avoid the 8:00 - 8:20am timeframe**, when delays are expected from runners crossing Meadow Lane and Wiggin Street.
- For the quickest access, **please approach the facility via S.R. 229 to Wiggin Street, proceed through Gambier, and turn right/south on Duff St.** (Please do not approach the KAC via S.R. 229 directly to northbound Duff Street, since Meadow Lane will frequently be blocked by runners.)
- Please use the South Entrance to the KAC; do not attempt to use the Meadow Lane entrance, which will be closed to all but runners to accommodate the race on Sunday morning.
- **FESTIVAL PARKING:** After dropping off materials at the south entrance, turn right out of the KAC parking lot, and find exhibitor parking in the **McBride Lot**. If this lot fills, please use the overflow lot.

Please have exhibits set-up by 9:45am on Sunday to be ready for a prompt and busy 10am start time. Earth Day Challenge participants and supporters may visit your exhibit early.

Questions? Contact Jill Kerkhoff, BFEC Program Assistant, at 740-427-5053 or kerkhoffj@kenyon.edu

Earth Day Festival 2015 - Exhibitor Access Map



Directions to the Kenyon Athletic Center

The Knox County Earth Day Festival is held on the campus of Kenyon College at the Kenyon Athletic Center (KAC), at 221 Duff Street, Gambier, Ohio. Gambier is located four miles east of downtown Mount Vernon, near the intersection S.R. 229 and S.R. 308. If you are traveling to Gambier on S.R. 229, turn north on S.R. 308 / Wiggin Street, proceed through the Village of Gambier, and turn right (southbound) on Duff Street.