



Flying Colors Butterfly Festival

Saturday and Sunday, June 2 and 3, 2018

The Chattahoochee Nature Center invites you to participate in our Flying Colors Butterfly Festival on Saturday and Sunday, June 2 and 3, 2018. Over 3,000 visitors representing metro Atlanta families are anticipated for this magical weekend event. Your participation as a vendor/exhibitor will provide our guests with access to your products, information, and/or refreshments during the celebration.

Live butterfly releases occur during the day and we will have a myriad of butterfly and pollinator related events focused on these beautiful winged creatures. Visit the Butterfly Encounter where multitudes of native butterflies flutter and dance around. With musical entertainment, arts and crafts, face painting, scavenger hunts, and other family centered activities such as live animal presentations and the Nature Exchange; this event will be a magnet for residents and visitors throughout the metro area and beyond!

Your participation as an exhibitor/vendor will provide an excellent means of interacting with environmentally-minded families in metro Atlanta. Successful vendors target young families and children at a lower price point of under \$35. Attached you will find the Exhibitor/Vendor Application Form. Additional festival information can be found online at <http://www.chattnaturecenter.org/flying-colors-butterfly-festival.html>.

Questions? If you have questions about selling your product or having a display at the event, please do not hesitate to contact us at t.kinmon@chattnaturecenter.org, or r.gilbert@chattnaturecenter.org

Sincerely,

Tamara Kinmon

Special Events Manager, Chattahoochee Nature Center, 770-992-2055 x251

Rebecca Gilbert

Community Programs Director, Chattahoochee Nature Center, 770-992-2055 x 236

Flying Colors Butterfly Festival Vendor/Exhibitor Information

GENERAL EXHIBITOR/VENDOR INFORMATION and CONTRACT PROVISIONS

Submit your applications quickly. Applications that meet exhibiting criteria will be accepted on a first come first served basis. Please keep copies of all information for your records.

EXHIBITOR/VENDOR SPACE

The main exhibitor and vendor space will be located around the great lawn by the Ben Brady Pavilion. Guests will be accessing the grounds and Discovery Center throughout the day so your space cannot be secured during the festival. Exhibitor/Vendors are provided one 6-ft table and 2 chairs. Additional tables are available for only \$10.00/table. Please provide your own tablecloth, décor and tent. Space per vendor is approximately 10' x 10'.

Please plan on providing a pop-up tent (CNC has a limited number of pop-up tents available for use; please make a note on the form below if you need one.) *Please note that every effort will be made to accommodate your table and tent request. The CNC reserves the right to switch out table lengths in the interest of available space.*

There are very limited electrical outlets (subject to safe use and availability). Availability is based upon request with no additional charge. If electricity is needed, the exhibitor should bring any needed extension cord and/or power strip. Food vendors will need to supply their own ice.

Set-Up: **Saturday, June 2 between 7:30am – 9:30am**

Event Hours: Saturday, June 2 between 10am - 3pm

Sunday, June 3 between 12 - 5pm

Breakdown: Sunday, June 3 between 5 - 7pm

Exhibitors and Vendors and their staff are not required to pay admission to the Butterfly Festival (up to 4 per each vendor/exhibitor). General admission for the public is \$12 per person and is \$8 for CNC Members.

Please include the name of all assisting staff that will be with you in the Exhibitor/Vendor Area on the Application form. We will provide up to 4 name badges per organization or business. Food will be available for purchase, or you may bring your own. No glass or alcohol, please.

Limited storage space is available at the Ben Brady Pavilion for overnight storage on a first come, first served basis.

APPLICATION DEADLINE

Please return this completed application form no later than **April 13, 2018**.

All vendors will receive an email **after April 20, 2018** to inform them if they have been accepted to participate in our Butterfly Festival or not. Once you have received an acceptance email, you may then mail your vendor fee to our PO Box address.

QUESTIONS?

If you need additional information regarding the Flying Colors Butterfly Festival contact:

Tamara Kinmon, t.kinmon@chattnaturecenter.org 770-992-2055 x 251

Rebecca Gilbert, r.gilbert@chattnaturecenter.org 770-992-2055 x 236

Flying Colors Butterfly Festival Vendor/Exhibitor Application

(Please print or type)

Name of Representative:

Name of Organization:

Organization Mailing Address:

Web Site URL:

E-mail:

Main Phone:

Secondary Phone:

Fax:

Name and Number of Individuals Assisting Day Of:

Check appropriate category(s):

Exhibitor: FREE

Exhibitors must provide information/activities about pollinators. Includes 1 table and 2 chairs

Vendor: \$100

Vendors must be selling butterfly or pollinator-related goods and/or environmentally-minded goods. Includes 1 table and 2 chairs

Food Vendor: \$100

Selling product and providing no samples (must have vegetarian option).
Includes 1 table and 2 chairs.

*ONLY 2 food vendors per day (not including snack options)

Electricity: Yes No

Additional tables needed (6-ft table)? \$10.00 per table **How many?**

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

Please describe your display/booth and/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*):

AMOUNT DUE

\$

(Please DO NOT submit payment until after you receive an acceptance email.)

Make check payable to: Chattahoochee Nature Center (\$25 fee for returned checks)

DEADLINE AND MAILING ADDRESS: Send your completed application no later than April 13, 2018 to:
Chattahoochee Nature Center, Attn: Tamara Kinmon, P.O. Box 769769 Roswell, GA 30076

Office Use: Date Application Received _____ Date of Confirmation _____

Please also sign and return the following page with your application

Flying Colors Butterfly Festival Vendor/Exhibitor Contract Provisions 2018

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 (Vendor/Exhibitor), its employees and agents, and the Chattahoochee Nature Center (CNC). The Vendor /Exhibitor 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. [Subject to City of Roswell and Fulton County codes]

2. SPACE ASSIGNMENTS: Space will be assigned to Vendors /Exhibitors. CNC reserves the right to assign or alter exhibit locations as it deems advisable and in the best interest of the event. The CNC does not guarantee access to wifi.

3. PAYMENTS: Tables will be assigned to exhibitors and vendors in good standing. Exhibitor and Vendor Fees are explained on the Vendor /Exhibitor info sheet. Payment can be made via mail or phone by April 27, 2018 to Chattahoochee Nature Center, Attn: Tamara Kinmon, PO Box 769769 Roswell, GA 30076

4. CANCELLATIONS: **Cancellations must be requested in writing and received on or before May 4, 2018.** Requests should be made to: Tamara Kinmon, t.kinmon@chattnaturecenter.org. All registration refunds are subject to a 15% administrative fee. Please allow 2-4 weeks for refund. No refunds processed after May 11, 2018.

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 Vendor/Exhibitor 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 Vendor/Exhibitor – CNC is unable to assist with transactions.

(B) Distribution by the Vendor/Exhibitor 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 exhibits must fit in the space provided.

(C) Vendors/Exhibitors shall reflect their company's highest standards of professionalism while maintaining the exhibit during the symposium hours.

(D) Vendors/Exhibitors shall arrange their exhibit so it does not obstruct the general view or hide the exhibit of others.

(E) Vendors/Exhibitors shall distribute product in environmentally-friendly materials (compostable plates, bowls, cups, and flatware) and will not use Styrofoam or other similar non-biodegradable products. CNC will provide access to electricity in order to eliminate a need for a generator.

7. SECURITY/LIABILITIES/INSURANCE: Neither will CNC, their members, nor the representatives and/or employees thereof be responsible for any injury, loss or damage that may occur to the Vendor/Exhibitor, or to the Vendor/Exhibitor'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 event, amend the aforementioned items covered by this contract at any time and notice thereof shall be binding on Vendor/Exhibitor equally with the foregoing rules set forth in this contract. CNC reserves the right to refuse space.

Signature: _____ Date: _____

Printed Name: _____ Organization: _____