



Earth Day Kids Fest

Saturday, April 14, 2012
10 am to 3 pm

The 10th Annual Earth Day Kids Fest (EDKF) is hosted by the Captain Planet Foundation (CPF) and the Chattahoochee Nature Center (CNC). EDKF is a highly-motivational action packed and FUN Eco-Event where children and youth learn how to become great stewards of the planet we all call home. This year's goal is to encourage people to take individual actions as a part of the Earth Day Network's (EDN) "Billion Acts of Green". Through engaging hands-on activities and live performances, kids are given the power

to lead the way in preserving and protecting our natural resources and biological diversity. Held on the grounds of the Chattahoochee Nature Center, this exciting, family experience is brought to the community by the Macy's Foundation as presenting sponsor with Comcast and the Atlanta Journal Constitution as media sponsors.

The day will offer a fantastic array of "edutainment" to engage and entertain families! Start the morning off with a handshake and photo opportunity with the world's first and only eco-superhero, Captain Planet! And in true Saturday morning tradition, Planeteers of all ages can watch select *Captain Planet and the Planeteers* episodes in the Cowie Weiss Theater. Laughing Pizza will return to the festival this year to bring their power packed musical performance on stage. And things will get a little wild with live native animal presentations by CNC! Look for much more excitement this year as the planning is underway to provide an entirely new experience for attendees. You'll always enjoy the face painting and canoe paddling on the pond, but don't be surprised to see some new famous faces. A green Eco-Village marketplace will provide guests a place to peruse an array of earth-friendly household goods and ideas to green both homes and businesses. Numerous local organizations will be on hand to help attendees explore eco-themes and get in the spirit to Be a Planeteer! Bring your old cell phones and corks to recycle and check back about what else you can do to participate in the local action to demonstrate "A Billion Acts of Green".

The Chattahoochee Nature Center and the Captain Planet Foundation invites **YOU** to participate in this unique Earth Day event! The Eco-Village will have Education Stations that will highlight local and national environmental organizations that focus on helping kids learn more about and protect our environment. There will also be Vendors on hand 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 vendor in our eco-village 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 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 Murphy, n.murphy@chattnaturecenter.org, 770-992-2055 ext. 249
Rebecca Gilbert, 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 from applications that meet exhibiting criteria. Please keep copies of all information for your records. We have limited spaces available. **We will be more selective with entries this year; be sure to focus on having a fantastic hands-on activity. Hands-on activities do not include coloring sheets but can include interactive games, activities, craft projects, etc. Remember, your activity can also win your organization \$250 if voted Best of the Fest! (Please note Best of the Fest is open only to non-profit organizations.)**

EDUCATION STATION SPACE

Education Station Exhibitors must be non-profit organizations providing hands-on educational activities for children/youth throughout the day. 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 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.

VENDOR SPACE

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.

Vendor Set-Up:	Friday, April 13 between 2:00 – 6:00 PM Saturday, April 14 between 7:30 – 9:00 AM
Event Hours:	Saturday, April 14 between 10:00 AM and 3 PM
Vendor Breakdown:	Saturday, April 14 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.

Please note that volunteer check-in runs until 10:00am. If your volunteers arrive after that time, they will be directed to Admissions in the Discovery Center. **To be admitted free of charge, all**

volunteer names must be on a list at Admissions. If they are not on the list, they will be asked to pay general admission. All volunteer names must be submitted by Tuesday, April 10.

CNC can provide up to 2 lunches per group for both Exhibitors and Vendors. You must be present at the festival all day to receive a lunch. Lunch tickets will be handed out at check-in. Additional food will be available for purchase, or you may bring your own. No glass or alcohol, please.

We will also provide parking passes for up to 2 vehicles and up to 4 name badges per organization or business.

APPLICATION DEADLINE

Please return this completed application form with payment no later than **March 5, 2012**.

QUESTIONS?

If you need additional information regarding the event contact:

Nikki Murphy, n.murphy@chattnaturecenter.org, 770-992-2055 ext. 249

Rebecca Gilbert, 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.

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.

Item Category:

Crafts

Food & Drink

Children's Items

Health

Home Improvement

Cleaning Products

Other: _____

** 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: \$100

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. *We will contact you 2 weeks in advance of the festival to secure the samples.*

Please select the size for your 1 table included with Fee Category. (We have a limited quantity of 8-foot tables):

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 COMPLETE ADDITIONAL PAGES

We will use the following categories to help determine placement during the festival. Be sure to describe below your activity or what you are selling – this helps you with publicity and helps us determine where best to group organizations.

- Earth – planting and growing, alternative energy
- Wind – air quality, creatures of the air
- Fire – energy and recycling
- Water – water quality, creatures of the water
- Heart – service and volunteering

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? Many Exhibitor spaces are located outside. (*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 5, 2012 to:
Chattahoochee Nature Center, Attn: Nikki Murphy, 9135 Willeo Road, Roswell, GA 30075

Office Use: Date Application Received _____ Date of Confirmation _____

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



Exhibitor and Vendor Contract Provisions 2012

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 or phone by March 5, 2012 to Chattahoochee Nature Center, Attn: Nikki Murphy, 9135 Willeo Road, Roswell, GA 30075

4. CANCELLATIONS: Cancellations must be requested in writing and received on or before April 1, 2012. Requests should be made to Nikki Murphy at n.murphy@chattnaturecenter.org. All registration refunds are subject to a 15% administrative fee. Please allow 4-6 weeks for refund. No refunds processed after April 6, 2012.

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: _____