

Official Exhibitor Application

KGVB and Grapevine Farmers Market Earth Day Celebration

Town Square Gazebo, 325 S. Main St.

Grapevine, Texas 76051

Saturday, April 21, 2018

Please PRINT or TYPE neatly.

Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Alternate Phone: _____

E-mail: _____ Website (if applicable): _____

Service or Product to be provided: _____

Exhibit Type: List the nature of your business and your involvement in Earth conservation.

☐ 10 X 10' Booth Space \$20

☐ 10 X 10' Booth Space - Non-Profit 501c3 (need to provide paperwork)

Please list your desired booth space location in order of preference.

1) _____ 2) _____ 3) _____

The *Earth Day Celebration* committee has the right to determine the eligibility of any company or product for inclusion in this event.

Payment must be enclosed with this application:

☐ Cash ☐ Check* ☐ Credit Card

Card #: _____ Expiration Date: _____ Signature: _____

* Please make all checks payable to the *Keep Grapevine Beautiful*

I have read and understand the policies and procedures for the *Earth Day Celebration*. I agree to follow all rules and regulations set forth by the *Earth Day Celebration* and understand that failure to do so can result in immediate expulsion without refund.

Signature

Date

Mail or deliver applications to:
Keep Grapevine Beautiful
501 Shady Brook Drive
Grapevine, TX 76051

Contact: Cindy Harris
Phone: 817.410.3490
Cell: 817.797.5745
Email: charris@grapevinetexas.gov

EXHIBITOR RULES AND REGULATIONS
EARTH DAY CELEBRATION
2018

1. Set-up time is from 6 – 8 a.m. on Saturday, April 21, 2018. All booths must be opened and manned from 8 - 11:30 a.m.
2. Parking: Vendors must park vehicles in one of these assigned city parking lots:
1) the northeast corner of Wall Street & Jenkins Street
2) the parking lot in the 300 block of Jenkins, east of the Farmers Market (vehicles must be parked at the far east end of the lot).
Handicapped parking is available. Please refer to the parking map on Page 3.
3. Smoking is prohibited in the vendor and sales areas during Grapevine Farmers Market and *Earth Day Celebration*.
4. All exhibitors shall conduct themselves in a professional manner while at the *Earth Day Celebration*. Shoes and shirts are required at ALL times. Profanity or any other inappropriate conduct is grounds for permanent eviction from the *Celebration*. Exhibit spaces will be maintained in a clean manner during the *Celebration* and all debris will be cleaned up at move-out.
5. Exhibit Displays: All signage and exhibit displays must be within the 10 x 10' booth area. Vendors who are not under the pavilion must provide their own 10 x 10' white top canopy tent. These can be purchased at Academy Sports & Outdoors and must have the approval of the *Celebration* manager. Used canopies need to be clean, free of holes or tears and presentable to the public. You must use weights, not stakes to anchor your canopy tent.
6. Exhibitors are encouraged to check with *Celebration* before preparing any special displays. No walls, wings, partitions, decorations or other obstructions may be erected that will in any way interfere with the view of another booth. No perimeter wall can be completely solid on any booth or island; a line of sight must be maintained.
7. The following shall not be used for decoration at the Exhibitor areas:
1) Balloons 2) Confetti 3) Candles 4) Glitter.
8. Booth cleaning is the responsibility of the exhibitor and must be accomplished at the end of move-out.
9. Empty boxes are to be flattened and placed in the dumpster behind the Convention Center at 1209 S. Main St., not in the trash containers.
10. The *Celebration* will take place RAIN or SHINE. No refunds will be given for inclement weather.

11. The *Celebration* managers have final authority on site to interpret and enforce rules and regulations related to the *Celebration*. Exhibitors that do not comply with instructions and/or the policies and regulations of the *Celebration* will be considered in default and may not be eligible for future events.
12. Quality Control: The *Celebration* managers reserve the right to ask an exhibitor to remove any inappropriate material and other items of an unacceptable quality from the expo.
13. Electrical Power: Electrical outlets are not available.
14. Booth space: Please see the attached diagram for a floor plan of the exhibit area. Each exhibitor will be given the opportunity to list three booth location preferences on the Exhibitor Application. The final booth number will be given to the exhibitor once payment has been processed.
15. Cancellations: Should the exhibitor be unable to occupy and use the booth space contracted for, the *Celebration* must be immediately notified in writing.
16. Subletting and Assignment of Space:
 - A) Occupancy of booth space by more than one exhibiting firm is not allowed at any time.
 - B) No exhibitor may display any product other than those manufactured or sold in the regular course of the exhibitor's business.
17. No amplified sound.
18. No pets (with the exception of service and/or guide dogs) are allowed with exhibitors on site at the *Celebration* at any time.
19. Early Removal of Exhibits: No exhibit shall be packed, removed, or dismantled prior to the closing of the *Celebration* without permission from the *Celebration* manager. If the exhibitor acts in breach of this provision, he/she is subject to pay as compensation for the distraction to the exhibition's appearance, an amount equal to the total space charge for the exhibitor's allocated area.
20. Distribution of Promotional Material: Distribution of sales promotional material and the conduct of surveys is permitted in the exhibit area, but must be confined to the Exhibitor's booth. No pressure-adhesive stickers or decals or similar promotional items may be distributed in the area.

HISTORIC DOWNTOWN GRAPEVINE PARKING MAP

GRAPEVINE TEXAS

AGED TO PERFECTION™

