



Spartanburg Earth Day Festival
April 18, 2020

University of South Carolina Upstate
800 University Way,
Spartanburg, South Carolina 29303

www.spartanburgearthday.org

Dear Earth Day Exhibitor,

On Saturday, April 18, 2020, the 5th Annual Spartanburg Earth Day Festival will take place at the University of South Carolina Upstate. This 6-hour event (10 a.m. - 4 p.m.) is designed to celebrate the many wonders of our planet, inform the public about good stewardship of the planet's resources and environment, and build community.

We are inviting environmental non-profit organizations and businesses with an ecological/environmental focus to take part as exhibitors. Exhibitors that feature a hands-on demonstration or other interactive activity attract more visits. Enhance your booth with a special enticement or small freebie.

Exhibitor spaces will accommodate a 10' by 10' canopy. You must supply your own canopy, tables, chairs, signage, and extension cords. All canopies must be secured by a 50 pound weight on each leg. When registering, please note your electrical needs.

To participate, please complete the online application form found on our exhibitors' page or [click the link here](#). Call 864-574-1253 if you need assistance in completing the online form.

Non-profit fee for one exhibitor space: \$35 if paid February 28, 2020
\$50 if paid after February 28, 2020

Business fee for one exhibitor space: \$50 if paid before February 28, 2020
\$70 after February 28, 2020

Government entities are free as our taxpayer dollars support your work and participation.

All vendor spaces are assigned prior to the festival. We have limited spaces with electricity so consider registering early if your booth requires electrical support. Please describe how much and why electrical power is needed (i.e. lights, refrigeration, sound board, etc.) on your application.

Submission and payment of application fees is deemed acceptance of the following stipulations:

1. Set-up time on Saturday will begin at 7:00 a.m. and will be staggered to safely install each vendor/food truck. Vendors/Food Trucks will be notified of scheduled arrival times. Vehicles will NOT be allowed in the vendor area after 9:00 a.m.
2. All exhibitors must conduct their business from their stand area and exhibits must not intrude into public areas. Stands must be occupied throughout the festival. **All booths must be open and attended until 4:00 pm.**
3. All exhibitors take part in the festival in every way at their own risk, including that from loss, damage, flooding, accidents, setting up or dismantling stands while in the confines of the festival grounds including the parking area.
4. Vendors are expected to use recyclable packaging materials (**no plastic bags or Styrofoam**). Food items, including straws, should be made of paper or compostable materials. Our ultimate goal is to be a zero waste event.

Goods considered unsuitable or inappropriate in any way by Spartanburg Earth Day Festival must be removed from the festival grounds immediately. No firearms or explosives allowed.

5. The Spartanburg Earth Day Festival reserves the right to cancel the festival. Vendors will receive a partial refund (50%) in case of such a cancellation. **Booth and food vendor reservation fees are non-refundable after March 15th unless the event is canceled.** The expectation is that the festival will be held rain or shine. Please notify us if your plans change and you are unable to come so that we can reallocate your space.

We look forward to hearing from you and hope you will participate.

Sincerely,

Joyce Harrison 864-574-1253