

# Springdale Earth Day Celebration 2018



February 26, 2018

Dear Vendor,

We would like to thank you for your participation in the 14<sup>th</sup> Annual Earth Day Celebration in Springdale. Involvement such as yours plays a critical role in the success of the event. The festival continues to be a sustainability-focused community event that promotes recycling, alternative energy, and upcycled art & crafts, through vendors and education booths. This celebration focuses on how local action can create global change. We really appreciate your contribution to this special event.

**The celebration location has moved** and will now be held on the Ballfield behind the Canyon Community Center – 126 Lion Blvd. Springdale, UT 84767 on Saturday, April 21<sup>st</sup>, 2018. The celebration will begin at 1:00 pm.

**The vendor fee will be \$30.** Non-profits and Educational Booths are free but donations are welcomed. This year vendors will need to submit a **Certificate of Insurance** with their reservation.

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**New:** Due to requirements by the Town's insurance carrier, **all vendors must provide their own liability insurance** as part of their vendor reservation. Coverage must be at least \$1,000,000 per occurrence and certificate **must name the Town of Springdale** as an additional insured.

**Please** donate one item from your booth to the silent auction

Set up for exhibitor and vendor stations is scheduled from 11:00 am to 1:00 pm. We ask that all stations be set up by 1:00 pm and staffed until 8:00 pm. Parking is available at the Canyon Community Center & Library. Paid parking is available on Lion Blvd. Once you arrive, please stop by the Information booth to check-in and find out the location of your station. **Please bring your own tables, chairs, displays, and other supplies.** Electricity is **NOT** available at any station. The Earth Day Celebration takes place in an outside setting and all participants should be prepared for the elements.

If you have any questions or need additional information, contact Toni Benevento at 435.772.3434 ext. 312 or [tbenevento@springdaletown.com](mailto:tbenevento@springdaletown.com)



Thank you!

## Earth Day **Vendor** Requirements

All vendors are required to **submit a \$30.00 fee** and complete the information below.

**NEW: All vendors are required to submit a Certificate of Liability Insurance**

Make checks payable to the Town of Springdale. A temporary sales tax license will be provided on the day of the event.

I, \_\_\_\_\_, understand that I am solely responsible for all applicable sales tax for sales made during the Earth Day Celebration.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return this form along with the \$30.00 vendor fee and certificate of Liability Insurance to:**

Town of Springdale  
ATTN: Toni Benevento – Earth Day Vendor  
PO Box 187  
Springdale, UT 84767

***PLEASE DONATE ONE ITEM FROM YOUR BOOTH TO THE SILENT AUCTION - THIS DONATION HELPS SUSTAIN THE EARTH DAY EVENT***

# Springdale Earth Day Celebration 2018



## ALL Earth Day Participants

### Contact Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### Event Details

Date: Saturday, April 21<sup>st</sup> Location: Town Ballfield – behind the Canyon Community Center 126 Lion Blvd. Springdale, UT 84767

Time Frames:

Set Up Time: 11am – 1 pm (Check-in at information table upon arrival for assigned space.)

Station Staffed: 1pm – 8pm (Please have station fully set up by 1pm.)

Breakdown: 8pm

Vendor type  Art  Clothes  Craft  Fair Trade  Musical Instruments  Educational

Price Range \_\_\_\_\_ Space Required \_\_\_\_\_ (most spaces are 10x10)

Description \_\_\_\_\_

### Additional Information:

- The Celebration is held in an outdoor setting. Please consider the elements (e.g., wind, sun, etc.).
- **No electricity is available**
- Booth will be expected to donate one item for the silent auction
- 501-3(c) non-profits selling items are encouraged to donate 10% of their profits or \$30 to the Earth Day fundraising event (whichever is the lesser).

**Remember:** Bring your own tables, chairs, displays and supplies.

Please return this form by April 13<sup>th</sup>, 2018

Toni Benevento [tbenevento@springdaletown.com](mailto:tbenevento@springdaletown.com) or Town of Springdale PO Box 187  
Springdale, UT 84767