

City of Alhambra

Department of Utilities



*Gateway
To the
San Gabriel Valley*

*111
South First Street
Alhambra
California
91801*

CITY OF ALHAMBRA ECO FAIR 2023

Exhibitors Wanted!

We hope that you will join us for Eco Fair 2023! The City of Alhambra Utilities Department is seeking exhibitors who will provide information and activities that help the community learn about the steps we can all take at home, work and around town to improve our environment. This years Eco Fair will coincide with the Farmer Market event on;

Sunday, April 23, 2023

8:00 a.m. – 1:00 p.m.

On 2nd Street

Between Main Street and Commonwealth Ave

Alhambra, CA 91801

Please complete and email the attached application by no later than April 3, 2023 to reserve your spot at this year's event.

Exhibitor Information:

By submitting this application, exhibitor agrees to all terms outlined in the Exhibitor Agreement and to release the City of Alhambra from liability for any personal injuries, theft, damage, or loss of property that might occur as a result of exhibitor's participation in Eco Fair 2023. The City of Alhambra Utilities Department reserves the right to refuse any application, or to remove any participant from the event for failure to abide by these conditions.

There will be NO FEE for exhibitors to reserve a space. We hope this gives all green organizations who are interested in participating the opportunity to do so.

NOTE: Please provide a detailed, complete response to all questions. Please have an alternate plan for your display if we cannot accommodate all of your requests.

ECO FAIR 2023

Exhibitor Agreement

1. Space reservation is for **Sunday, April 3, 2023**, at Eco Fair 2023 to be held on Second Street between Main St & Commonwealth Ave. from 8:00 a.m. to 1:00 p.m.
2. Participants are encouraged to provide their own canopy, no larger than 10' x 10'. The City will supply each participant a 6 to 8 foot *rectangular* table, chairs, and green table cover. The City may also provide a canopy if absolutely needed.
3. Setup will begin at **7:00 a.m.** and must be completed no later than **7:45 a.m.** Participants must set up and break down their own booth. Let us know as soon as possible if your display requires you to start set up before **7:00 a.m.** Setup time may be subject to change.
4. Please be aware that unfortunately we will not be able to provide electricity. Vendors are highly encouraged to bring battery-operated displays.
5. Participants are encouraged to bring informational environmental flyers/brochures relating to their green services/product. Educational environmental displays and demonstrations are highly encouraged.
6. Participants are strongly encouraged to bring small giveaways such as a company promotional green item. Giveaway items may include pens, magnets, key chains, etc.
7. The Eco Fair is for educational, informational and entertainment purposes only. The City of Alhambra, its staff, and volunteers shall not be responsible for any claims, loss of articles, damage or injury that may occur to the exhibitor or property for any cause whatsoever. Nonetheless, the City will do its best to maintain the integrity and respectability of the event for the benefit of all concerned.
8. You are responsible for maintenance and cleanup of your booth area. You are required to dispose of your own trash. Please put all materials that can be recycled in the proper designated recycle bins and the rest of your trash in the designated disposal areas.
9. The City of Alhambra Utilities Department has the right to refuse or cancel any business or organization without a reason. This includes prior to and during the event.

ECO FAIR 2023

Exhibitor Application

Organization: _____

Contact Person: _____

Phone (Daytime): _____ (Contact Phone for Staff attending event): _____

Fax: _____ Email (we will send setup information here): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Eco Fair 2023 seeks to present information, resources, services and products that promote more ecologically sound lifestyles, as well as educate attendees about the environmental impact of widespread consumer actions and choices. Exhibitors must be promoting products or services that meet at least one of the following environmental sustainability criteria:

- Energy efficiency or renewable energy
- Conserves or protects water or air
- Reduced toxicity
- Reduces waste
- Durable and reusable
- Recycled content
- Green-certified (by USDA Organic; Energy Star; Fair Trade; FSC; Food Alliance; LEED; Green-e, other)
- Educational nature that promotes environmental values

Note: City of Alhambra staff will review all exhibitor applications received by the specified deadline. Receipt of application does not guarantee acceptance of application. Staff reserves the right to accept or reject exhibitor applications based on the above criteria or overall space considerations. Upon approval of your application, you will receive a confirmation with further information.

1. Please describe how your display/services/products relate to the environmental sustainability criteria:

2. Please indicate what you will be displaying at your booth. Hands-on activities, interactive displays and educational demonstrations will receive priority:

3. Please indicate if there is an item that you would like to donate as a raffle prize.

ECO FAIR 2023

Exhibitor Application

4. **Organization Type:**

- _____ For profit business _____ Incorporated non-profit
- _____ Government agency/municipality _____ Unincorporated non-profit
(e.g. scout group, school group)

5. Please indicate the number of chairs needed for your booth _____
6. If you would rather use your own company linen instead of a City provided green linen, please indicate so.
7. **Special Requests:** (please check your email for a response from us as to whether we are able to make accommodations)
8. If you wish to receive flyers announcing our Eco Fair to hand out at your place of business, please check the box below:
 Yes No
8. Additional Comments/Requests:

I agree to participate in the Eco Fair 2023 celebration and provide information and/or products consistent with the environmental message. **I will contact respective City staff *immediately* if my organization can no longer participate due to an unforeseen occurrence.** I agree to the conditions outlined in the "Exhibitor Agreement Form."

Signed _____ Date _____

Print Name: _____

PLEASE EMAIL COMPLETED APPLICATION BY NO
LATER THAN *April 3, 2023* TO:

ctrujillo@cityofalhambra.org