

Prairie Village Earth Fair 2017 Exhibitor Application

The *Prairie Village Earth Fair* features fun and educational activities for the entire family! We are looking for educators, mentors and community leaders to provide educational exhibits to help our community learn about sustainability, ecology and green practices. We are also looking for eco-friendly businesses to provide vendor booths with products and services such as organic produce, Fair Trade gifts, eco-fashions and items made from recycled resources.

General Information

When: Saturday, April 15 from 10 a.m. to 3 p.m.

Where: Shawnee Mission East High School, Main Gymnasium (75th & Mission Rd. Prairie Village, KS)

Theme: “Make the Earth Great Again: A Call to Conserve and Heal our Natural Home.”

Estimated Attendance: We estimate 800-1000 attendees

Exhibitor Set-Up

Set-Up: 8–9 a.m. on Fair day (Set-up instructions will be emailed out at a later time)

Exhibitor Booths

Each exhibitor is provided a 6 ft. table and 2 chairs. Exhibitors are responsible for bringing whatever supplies they need such as table cloths, stands to display banners and products, power strips, and extension cords. Please note that power outlets are limited. However, we can accommodate some booths. Please be sure to note if you need electricity (first come first serve). Also, please be green and limit your paper handouts and use paper, not single-use plastic bags.

Exhibitor Costs & Amenities

Exhibitors pay NO FEES to exhibit in the Earth Fair! We encourage you to support our food trucks with your food and beverage purchases, as we do not provide food and beverages to our exhibitors. There are water fountains to refill your water bottles and recycle bins available for your use.

KS State Tax Info for Vendors

All retail sales are subject to the Kansas Retailer's Sales Tax. That includes businesses and individuals making retail sales of tangible property at special events, such as Earth Fair. Any vendors intending to sell products at the Fair either need to display a copy of their current sales tax certificate or agree to remit the tax collected immediately after the event using the state issued event code. Vendors must also have your records from sales at the event available during business hours. If you do not have a tax certificate you can file and remit sales tax under the event code, which will be provided to you. We will be distributing information furnished by KDOR prior to the event start time. We will also provide you the 2017 sales tax rate prior to the event, for your convenience.

Fill out the application below, save the file as your name/business/org, and return via email by February 28.

Sincerely,

Chad Cooper, coordinator
pvearthfair@gmail.com
816-916-1688

Prairie Village Earth Fair 2017 Exhibitor Registration Form

Please provide the following information if you are interested in participating in Earth Fair.

Business/Organization Name:		Contact Name:	
Email Address:		Phone:	
Address, City, State, Zip:		Website	

Select (X) a Product/Service/Exhibit Focus:

<input type="checkbox"/>	Community Action	<input type="checkbox"/>	Fair Trade	<input type="checkbox"/>	Green Products
<input type="checkbox"/>	Conservation/Recycling	<input type="checkbox"/>	Foods/Agriculture	<input type="checkbox"/>	Home & Garden
<input type="checkbox"/>	Eco Art/fashion	<input type="checkbox"/>	Green Building	<input type="checkbox"/>	Green Kids
<input type="checkbox"/>	Eco Travel/Tourism	<input type="checkbox"/>	Green Jobs/Education	<input type="checkbox"/>	Renewable Energy
<input type="checkbox"/>	Entertainment	<input type="checkbox"/>	Other:		

Provide a brief description of your company or organization

--

How many tables do you need?	
Special Needs	

Please provide a question related to your organization/business for a possible “scavenger hunt”

Question:	
Answer:	

Please provide an item (if possible) for “door prizes.” Please list what you will donate:

--

Guidelines & Rules

1. Earth Fair has the right to deny any Exhibitor a booth space whose exhibit, product or service does not align with the mission of the Fair in the sole judgment of the organizers.
2. No lobbying, campaigning or electioneering is allowed within the Fair grounds during Earth Fair.
3. Exhibitors can not actively promote with banners, signage, or by any other means, the endorsement of any candidate and/or delegate running for a seat within the county, city or U.S. governmental office. Violators will be dismissed from the Fair.
4. Balloons are not allowed because they disturb the birds of prey with *Operation Wildlife*.
5. Exhibitors will clean up their sites and leave them as they found them upon exiting Earth Fair.
6. Exhibitors are expected to provide a properly manned booth for the entire duration of the fair.
7. We ask that all Exhibitors do their best to make this a zero waste event by not using plastic bags, polystyrene or other non-biodegradable materials.
8. You agree that any complaints or concerns are to be addressed directly with the fair coordinator or Prairie Village Environment & Recycling Committee at pvearthfair@gmail.com rather than in the public arena.

By entering your name and date and emailing your form, you agree: 1) that you are authorized to represent the business/organization, 2) to all terms specified in this document.

Name:		Date:	
-------	--	-------	--