

Earth Day 2016 Exhibitor Application

Non-profits, local organizations, and businesses interested in exhibiting at Alexandria Earth Day can secure exhibit space at the event by filling out this online form. All exhibitors are required to offer an activity for children that emphasizes the importance of Earth Day and this year's theme, *Choose to Reuse - Your Choices Matter*.

Fee

There is no fee to reserve a table at Earth Day if applications are submitted by **Friday, March 25**. The final deadline to apply for a table is Friday, April 8, however a *\$100 fee* will apply to applications submitted between March 25 and April 8.

Application

The Alexandria Earth Day Committee will review all applications to confirm that the organization and exhibit are appropriate for this event. Each applicant will be notified of the decision on whether they have been accepted or denied as an exhibitor for this event.

Set-Up

The Earth Day Committee will provide each exhibitor with a table (2 ft x 8 ft) and 2 chairs under a large tent. You will be directed to your assigned table when you arrive on the day of the event.

Please note that, with the exception of approved food vendors, exhibitors are prohibited from selling any products at Alexandria Earth Day.

Sponsorship Opportunities

While there is no fee for (timely) exhibitor applications, the Alexandria Earth Day Committee welcomes donations in any amount to offset the cost of providing these amenities. If your organization is interested in becoming an official sponsor of the event, please complete a separate sponsorship available from the city. Sponsorship guarantees that your logo will be prominently displayed on Earth Day promotional materials, providing additional recognition and a unique advertising opportunity.

Zero Waste

All exhibitors are required to adhere to Zero Waste principles in order to participate in the event. Zero Waste maximizes recycling, minimizes waste, reduces consumption and ensures that products are made to be reused, repaired or recycled back into nature or the marketplace. Please read the *Zero Waste Guidelines* to learn how to make your exhibit waste free.

Questions

Any questions related to exhibiting at Alexandria Earth Day should be directed to alexearthday@gmail.com.

2016 Alexandria Earth Day Exhibitor Application

Organization:

Contact Name:

Phone:

Email:

Are you able to provide your own tent? Yes No

Please note that we are not allowed to put stakes in the ground at George Washington Middle School; tents are required to be secured in place through some other means (e.g., sandbags, water jugs).

Please describe what you plan to display at Alexandria Earth Day, as well as the educational activity that your organization will conduct as part of your exhibit. All activities should be directly tied to this year's Alexandria Earth Day theme, *Choose to Reuse- Your Choices Matter*.

I have read the attached Zero Waste Guidelines and agree to the following Zero Waste rules:

Yes No

- (1) As a food vendor participating in Alexandria Earth Day, I agree to distribute my products in acceptable recyclable or compostable form.
- (2) As an exhibitor participating in Alexandria Earth Day, I agree to minimize the number of handouts given to attendees, and if possible eliminate them all together.
- (3) I agree to sort my discarded items and make use of the Zero Waste stations.
- (4) I understand that violating these guidelines will lead to our dismissal from the event.

Alexandria Earth Day Zero-Waste Guidelines

We are proud to continue our commitment to a Zero Waste event!

The goal at a Zero Waste event is to plan ahead and distribute, only when necessary, materials that are recyclable or compostable. There will be no trash cans at the event. Instead, Zero Waste Stations for recycling and composting collection will be available to participants throughout the venue. Zero Waste events show our commitment to the environment and help us create a living model of Zero Waste for event participants and the community.

All exhibitors and food vendors attending **Alexandria Earth Day** are required to hand out only recyclable or compostable materials to the public. You will be asked to remove any non-recyclable or non-compostable items from your booth for the duration of the event. The City of Alexandria will provide recycling and compost containers.

Our Zero Waste goal is simple to attain if you plan ahead for the types of materials you will be providing at the event. Use the following chart as a guide to assist you in the planning process:

Acceptable Materials	Non-Acceptable Materials
All paper products including plates, napkins and paper towels Plastic Bottles and Jugs Plastic Tubs and Jars Aluminum Cans Glass Bottles Mixed Paper (Paper, newspaper, magazines) Paperboard Corrugated Cardboard	Polystyrene (Styrofoam®) and Packing Peanuts Wax Covered Paper Plastic Disposable Utensils Plastic Wrap or Packaging Plastic trinkets or other non-recyclable promotional materials

Please break down any leftover cardboard at the end of the event and place next to a recycling container.

Also, if your organization finds it necessary to hand out promotion and/or informational pamphlets, please consider taking the extra step to use 100% recycled paper products for your printed materials. We encourage you to minimize the distribution of unnecessary materials, including trinkets and other marketing items that attendees may ultimately end up discarding. Please ensure that any items are appropriate for the Earth Day event.

For more information:
call 703.746.4410 or visit www.alexandriava.gov/Recycling