



Lawrence Earth Day Celebration

Saturday, April 14, 2012, 11:30 a.m. – 4:00 p.m.

Participation Guidelines

The City of Lawrence *Waste Reduction & Recycling Division* would like to invite you to take part in the **12th Annual Earth Day Celebration on Saturday, April 14, 2012**. The Celebration will be at **South Park** at 11th & Massachusetts from **11:30 am to 4:00 pm**. The purpose of the Earth Day Celebration is to educate residents, businesses and surrounding communities regarding the importance of protecting the environment now and into the future, and how every action can make a difference.

Exhibit Space Information

- No Cost: includes 1 8-ft table and two chairs.
- SET-UP begins at 9:00 a.m.
- All vehicle exhibits will be placed in the parking lot adjacent to South Park (east side).
- Once your registration has been received and approved, you will receive confirmation of your reservation.
- All requests for exhibit space are filled on a first come, first serve basis according to arrival of completed registration.

Exhibitors and vendors are allowed to supply their own tables, chairs, and canopies. If planning on doing so, please make a note on your application in the special requests section. Approximately one week prior to the event, approved exhibitors will receive event instructions, including a table location map of the park.

REGISTRATION DEADLINE: for exhibitors is Monday, March 26th

Guidelines for Displays

The City of Lawrence Earth Day Celebration is a family-oriented, Earth Day-themed event. Exhibitor applicants must have a display and/or activity which will be fun and interactive, helping both children and adults learn about the environment. The City of Lawrence specifically reserves the right to deny participation to any organization, and/or to remove any display or exhibit, which they consider inappropriate for the event. Space is not guaranteed, so submit your application early. Applicants must complete the application in full. Applicants will be responsible for transporting their display in and out of the park. The City of Lawrence is not responsible for any damage to any display. **No late set-up or early break-down of displays is allowed.** The event opens at 11:30 am and closes at 4:00 pm. It is important to give everyone the opportunity to enjoy the full event. At the end of the event, exhibitors are asked to break down the table provided for them by event organizers and drop it off at the designated spot within the Park.

Inclement Weather

The City of Lawrence Earth Day Celebration is a rain-or-shine event. It is the exhibitor's responsibility to make arrangements for covered provisions in the event of inclement weather. If inclement weather prohibits you from exhibiting, notification is due in advance of the event start time by email or phone. Further contact information will be provided in the instruction emails prior to the event.