



Green Living Festival

Sustainable solutions for you!

Hosted by EarthWays Center of the Missouri Botanical Garden

SPONSOR/EXHIBITOR/VENDOR FAQs for the 2020 Green Living Festival

The Green Living Festival staff from the EarthWays Center welcomes you as a registrant. This year the event will again take place at the Center for Home Gardening at the Missouri Botanical Garden with over 40 total expert exhibitors and vendors expected. **We couldn't do this event without your participation. Thank you!**

Registration instructions begin on page 3 of this document.

GENERAL INFORMATION:

- Event date: Saturday, June 6, 2020
- Event hours: 9 a.m. – 4 p.m.
- Rain or shine event.

HOW WILL THE FESTIVAL BE SET UP?

LOCATION:

The Festival will take place at the **Missouri Botanical Garden** and be located primarily in the **Center for Home Gardening and its surrounding gardens and grounds**. This location will allow us to highlight **Plant-Based Solutions** for Sustainability and to take advantage of **interpretive elements of the building to showcase green technologies**. Picking up on previous year's the event will remain focused via a smaller overall footprint and take advantage of the indoor areas and classroom at the Center for Home Gardening.

EXHIBITORS/VENDORS:

The Exhibitor areas will be primarily inside the Center for Home Gardening. Because of heavy rain and weather in the past, we have successfully transitioned the main footprint of the event inside. Most exhibitors will have a 6' x 4' display space with **one table and one chair** inside the building instead of a tent outside. You will need to plan your booth/exhibit space accordingly.

Our local food court, children's activities, and yoga will be located outside on the surrounding grounds under tents. In the event of inclement weather they may be relocated indoors as well.

FESTIVAL SCHEDULE

Friday, June 5

Times TBA

Load In. Note: Pre-event load in as well as post-event break down will be conducted as efficiently as possible since we have very little space for vehicular traffic. Assigned load in and break down timing and instructions are forthcoming.

Saturday, June 6

7–8:30 a.m.

Set up. Booths must be set up and all vehicles removed by 8:30 a.m. **NO EXCEPTIONS.**

9 a.m.	Festival and children's activities open to the public.
4 p.m.	Festival closes. Early breakdown is prohibited! Participants may not leave before the Festival closes. No vehicles will be allowed to load out until 4:30 p.m. or assigned load out time.
4:30 p.m.	We will assign load out times starting promptly at 4:30 p.m. (after a group photo is taken). Before leaving, please clean up your booth area. Please use recycling bins for cardboard (flattened), paper, glass, plastic and aluminum. Keep items clean, loose, and dry. Please do your part to keep recyclables out of the landfill or take items with you to reuse.

BOOTHS/TABLES

- We expect 3,000-4,000 visitors at the Festival – wear your organization name badge!
- You may sell items at your booth. We strongly encourage Green certified products (Green Seal, Forest Stewardship Council, Cradle To Cradle, ENERGY STAR, etc.)
- Keep paper handouts to a minimum. Distribute information sustainably and collect guest information for electronic follow up.
- We WILL provide the number of tables listed with your sponsor or exhibitor/vendor level (additional tables are not available to purchase at registration).
- **IMPORTANT: TABLE LINENS WILL NOT BE PROVIDED. Please plan accordingly for your needs throughout the day.**
- NO BYO TENTS (only tents provided by event coordinators should be utilized).
- Exhibitors are welcome to bring their branded tables skirts, banners, and signage provided they are contained with-in the parameters of the booth space confirmed by their registration level.

AMENITIES

- Food (vegetarian, vegan, and gluten free options) and drinks will be available for purchase from our sustainability minded food vendor. **Please bring a refillable water bottle to utilize one of the hydration stations that will be available.**
- Cooking or barbecuing at your booth is not permitted.
- Presentations and demos will be featured throughout the day. Please keep in mind that **exhibitor booths must be staffed at all times** if you want to attend one. Presentation schedules will be listed at www.mobot.org/greenlivingfest.

SECURITY

Exhibitors are responsible for securing all valuables. Missouri Botanical Garden (MBG) and EarthWays Center staff will not be responsible for the loss of any items due to theft. MBG will provide basic Garden patrolling and some light parking lot security during the Festival timeframe.

CANCELLATION POLICY

In the event of a cancellation by an exhibitor, it is understood that the Missouri Botanical Garden reserves the right to reassign canceled booths without any obligations or refunds to the exhibitor. Exhibitors and vendors cancelling within 30 days prior to the event will not receive a refund in consideration of expenses incurred. Exhibit space not claimed on the Friday set-up day reverts back to the Missouri Botanical Garden to be utilized at the discretion of show management.

EXHIBITOR ONLINE REGISTRATION (SECTION BY SECTION WALK THRU):

REGISTRATION INFORMATION / SIGN-IN TO CREATE A REGISTRATION ACCOUNT

Go to www.mobot.org/glfregistration to learn more about the event, choose your Exhibitor level, and register for the Festival. Online registration is not available for sponsorship levels.

1. **If you registered online for a space last year**, please log on to the system using your email address and password.
2. **If this is your first time to register**, create an account and logon.
3. Locate the exhibitor / vendor level you want to sign up for. Add a "1" in the appropriate box. You will then see the amount due in the Item Total section.

ADDITIONAL REGISTRATION INFORMATION

ELECTRICAL CIRCUITS

Some vendors may wish to have electricity for displays or other uses in their booth. If desired, you must enter quantity of circuits requested at time of online registration. On online registration form:

1. Enter number of circuits needed (1). No more than 1 circuit per space is allowed. There is a \$100 charge per circuit.
2. Please list the type of appliance for the circuit including voltage and amperage/wattage required.

NOTE: Fire Code and Festival rules requires strict adherence to the following:

- Electricity will NOT be provided if it is not ordered in advance. NO EXCEPTIONS.
- Vendors may NOT share electrical hook-ups.
- All computer based equipment MUST have surge protectors.
- Extension cords will NOT be provided. Bring your own 25 ft. to 50 ft. extension cords or tri-taps for wiring internal to your booth.
- **Electricity access will be very limited. Please only order electricity if it is essential to your display.**

If you have questions regarding electricity please email joyce.gorrell@mobot.org or call (314) 577-0220. Please leave a message on this line and a Festival organizer will return your call.

WATER ACCESS (primarily food and beverage vendors)

1. Do you require water access? Enter "yes" or "no" on online form.
2. Do you require potable water? Potable water is required for cooking/cleaning utensils and food prep areas. Enter "yes" or "no".
3. How will the water be used? This is **required information** for city permits. Write a brief description (for example: cleaning my food prep area).

CONTACT AND EXHIBITOR / VENDOR LISTING INFORMATION

Online exhibitor and vendor listings are available year-round for the general public to access at www.mobot.org/greenlivingfest.

DAY OF EVENT CONTACT

You must provide a Day of Event Contact Name, Cell Phone number, and Email Address at which they may be contacted during the event. This is necessary for both emergency and security reasons.

CERTIFICATE OF LIABILITY INSURANCE

NOTE: All participating vendors are required to obtain a Certificate of Liability Insurance specific to the 2019 Green Living Festival. **Certificates must be received by Friday, May 15.** (Additional details below)

DONATE TO THE FESTIVAL ATTENDANCE PRIZES

A popular feature of the Festival for attendees! This is an easy and fun way to market your organization.

COMPLETING THE REGISTRATION PROCESS

Once all areas of registration have been filled out, click on the “Add Items to Cart” button at the bottom of screen.

Shopping Cart

- This screen allows you to edit or remove any items. It also gives you the opportunity to review your information.
- Click on “Proceed to Checkout”

Payment Information

- Payment by credit card is required via Visa, MasterCard, or Discover (**AMEX not accepted**).
- Click on “Place Order Button”.

Service Order Processing Confirmation

This is your confirmation and receipt of what you have requested.

- Order Information: Provides you with an order number and recaps key information.
- Order Details: Provides a recap of your fees.
- Notes: Recaps all of the answers you gave throughout the process.

CERTIFICATE OF LIABILITY INSURANCE:

ALL Exhibitors and Vendors need to request a Certificate of Insurance naming *Missouri Botanical Garden* as an additionally insured entity.

1. Submit request to: your insurance agent.
Event date: Saturday, June 6, 2020.
2. Email a copy of this certificate of insurance to: joyce.gorrell@mobot.org. Mail to:
EarthWays Center, Green Living Festival, 4651 Shaw Blvd., St. Louis, MO 63110.
3. Provide the Certificate of Insurance no later than Friday, May 15, 2020.

REGISTRATION CHECKLIST:

Registration is final as follows:

- Registration is completed – sponsors = form submitted / exhibitors = online registration (preferred) or form submitted.
- Full payments of all fees are received at the Garden.
- Certificate of Liability Insurance is received.
- Logo received if required (see sponsor benefits for details).

Thank you again for your support of the 2020 Green Living Festival! Feel free to contact me with any questions or to pass along any important updates.

Sincerely,

Joyce Gorrell
Sustainability Projects Manager & Green Living Festival Coordinator
Phone: (314) 577-02220 or Email: jgorrell@mobot.org