

Earth Day Omaha Booth Application

Saturday, April 21, 11am-5pm
Elmwood Park 808 s 60th Street

If you are not applying online, please send application and check or money order to

Earth Day Omaha Coalition

PO Box 4252
Omaha NE 68104

Cost: Vendor \$150, Food Vendor \$250, Non-Profit Vendor \$150, Non-Profit Exhibitor \$50 (see fee structure below) Make check payable to Earth Day Omaha Coalition

Deadline for registration is April 6th, 2012

Contact Name:

Business Name:

Is your business a nonprofit organization? YES NO

Business/ Nonprofit Address:

City:

State:

Zip:

Day Phone:

Contact Cell Phone:

Email:

Website:

Description: Sustainable Product
Sustainable Organization
Health and Wellness
Community/Government
Food/Dining
Professional Services
Retail

Will you require parking for your vehicle in a park location? YES NO

If yes explain:

Will you be you be handing out materials? YES NO

We ask that participants keep hand-out materials to a minimum in an effort to minimize waste at the event.

Exhibitor/ Vendors

- EDO will provide one 10' x 10' space, including one folding table and two chairs.
- You are responsible for bringing a canopy if needed.
- There will be no electricity available.
- The hours of the exhibitor area will be 11:00a-5:00p. All booths must be set up by 10:30a.
- In order to participate in Earth Day Omaha we ask that businesses, companies, agencies and organizations are those that observe earth-friendly, sustainable, healthy and family-oriented ideals and practices. We ask that only those organizations that meet these practices apply.

Food Vendors

- EDO will provide one 10' x 10' space, including one folding table and two chairs. More tables and chairs may be requested.
- You are responsible for bringing a canopy if needed.
- 10 amps of 110 volt power or 220 volt power will be supplied. Please note your power needs on your application form (There will be \$35 charge for extra power requirements)
- If participants are serving non-prepackaged food, it will be your responsibility to obtain permits from the City of Omaha (\$25) and the Douglas County Health Department (\$65)

- City of Omaha Contact Information: Brenda Paul
1523 S 24th Street, Omaha, NE 68108 [\(402\) 444-4653](tel:4024444653)
- Douglas County Health Department Contact Information: Jere Ferrazzo
1819 Farnam Street, Ste 400 Omaha, NE 68183 [\(402\) 444-7488](tel:4024447488)
- After you application is received you will be asked to provide the following to Earth Day Omaha Coalition:
 - Provide EDOC with a copy of your food vendor license/permit
 - Provide EDOC with a copy of your Certificate of Liability Insurance naming the City of Omaha as "additional insured"
 - Provide EDOC with a copy of your Department of Agriculture license.
 - We ask that any food vendors applying provide both vegetarian and/or a sustainable meat option.
 - Please consider your paper products used to distribute the food, **absolutely no Styrofoam.**
 - Please bring your own trash can if you think you will require one at your booth.
 - The hours of the food vendor area will be 11:00a-5:00p

All Vendors

- No smoking, drugs or alcohol will be permitted at general exhibitor, vendor or food booths.
- In the spirit of Earth Day, all booth renters are responsible for cleaning up after themselves. Think about what you are handing out and leave no trace!
- Exhibitors and vendors MUST set up between the hours of 7am and 10:30am there will be volunteers available to help you with set up.
- Persons arriving after 10:30am will not have access to drive up unloading.

Fees for 2012

- Vendor \$150
 - A Vendor is a Business or For-Profit Organization. \$25 of your fee must be submitted to the city by the EDOC whether you are selling an item or not.
- Food Vendor \$250 + city fees
 - A Food Vendor is a Business' selling food items. Pre-packaged food items only do not apply. \$25 of your fee must be submitted to the city by the EDOC.
 - A required Food Vendor permit from the City of Omaha DCHD is \$65
- Non-Profit Vendor \$150
 - A Non-Profit Vendor is a non-profit 501 c 3 organizations or School selling items. \$25 of your fee must be submitted to the city by the EDOC
- Non-Profit Exhibitor \$50
 - A Non-Profit Exhibitor is a non-profit 501 c 3 organizations or School providing information or an activity.

I have read and agreed to all terms and conditions stated in the policies and procedures.

Signature:

Date:

This application does not guarantee a booth space. Booths are available on a first-come, first-served basis. In the case your application is turned down, you will receive a letter of explanation and a refund of any fees submitted. Once accepted and we receive your payment, you will be assigned a booth number and given further information.