



Dear Vendor,

On **Sunday, May 5**, 12-5, 2019, First Unitarian Universalist Church of Wichita will host its fifth annual EcoFest Wichita as part of a campaign to promote environmental awareness and sustainability.

EcoFest Wichita 2019 is a family celebration designed to inspire and empower people to make a difference for the environment and promote eco-stewardship. Food, music, eco-demonstrations, children's activities, pet rescue adoption, used books, vendors and advocacy groups are all a part of this fun day. We welcome all exhibitors and vendors who are interested in promoting sustainable living.

General Benefits for Vendors

- The opportunity to showcase the ways your company is eco-friendly.
- The opportunity to sell your products to EcoFest visitors.
- The opportunity to promote environmental issues and demonstrate practical approaches to living an environmentally friendly lifestyle.
- Comprehensive media coverage of the event, including social media.

EcoFest Cost and Registration Guidelines

- For-profits and non-profits conducting retail sales — \$30
- There will be no refunds after April 1st.
- Deadline for booth payment and registration is Sunday, April 21st (no exceptions). Due to a limited amount of space, requests for indoor spaces will be on a first come, first serve basis. A completed registration, including payment, is required to reserve a space. If you prefer an indoor space, we encourage you to register as early as possible as spaces go quickly! Receipt of your registration will be acknowledged within two weeks.

EcoFest 2019 Policies and Procedures

- About 16 booths will be housed in the church building in approximately 10 ft. X 10 ft. spaces. Some may be slightly smaller. About 25 outdoor spaces are available on the south side of the building. These are at least 12 ft. X 12 ft.
- Specific spaces will be assigned the morning of EcoFest, not earlier than 10:30 a.m.
- Please arrive between 10:30 a.m. and 11:45 a.m.
- After unloading, vendor parking will be on Bainbridge St. adjacent to the North parking lot.
- If you have an OUTDOOR booth, you are responsible for your own tent and other set-up needs.

- Booths may not sell food for consumption on premises without prior approval.
- Hours are 12 noon through 5 p.m. Please do not begin packing to leave until 5 p.m.
- Lunch will be available. Coffee and tea are free to vendors.

EcoFest Wichita 2019 Vendor Registration Form

Organization Name: _____

Contact name: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Phone: _____ Alternative phone: _____

Email: _____ Facebook: _____ Web page: _____

Detailed description of organization's eco-friendly craft, product, or service:

Indoor spaces are limited and allocated by registration date.

___ I prefer an indoor space. (You will be notified Saturday, May 4th, if an indoor space is unavailable.)

___ I prefer an outdoor space.

Tables are limited so reserve ahead of time.

___ I will bring my own table no larger than 6 ft X 3 ft. **(Preferred)** ___ I need a 6ft. X 2 ½ ft. table

Electricity ___ I need electricity (\$10 and two weeks advance notice)

- *There will be no refunds after April 1st.*
- *Registrations will be accepted through April 21st as long as space is available.*

To reserve your space, please mail or email this registration form or register on-line at **ecofestwichita.org**.

If you have questions, contact co-chairs:

- Vivien Minshull-Ford, 316-683-9295, vminshull@gmail.com
- Marcia Ellsworth, 316-688-5352, mjelsworth@aol.com

I have carefully read and agreed to the Policies and Procedures of EcoFest Wichita 2019.

Your signature _____ Date _____

First Unitarian Universalist Church of Wichita, 7202 E. 21st St. N., Wichita KS 67206
ecofestwichita.org • 316-684-3481 • office@firstuu.net

INTERNAL USE ONLY

Date/Time Received: _____