

CITY OF OXNARD EARTH DAY 2010 EXHIBITOR GUIDELINES

Sponsored by The City of Oxnard, the annual Earth Day event was created to foster environmental awareness and involvement in the community. Visitors are encouraged to be mindful of the environmental impact of their daily lives and to help promote environmental responsibility in their own communities. Participating in Oxnard's Earth Day provides your organization an opportunity to reach a large, diverse crowd of visitors and interested community members. If you plan on distributing materials at the event, please consider the environmental impacts of your giveaways; is it durable, made from recycled content, are handouts printed double sided?

The environmental focus of this event is not intended for the purpose of advocating for or against any political or religious concerns. Anyone not acting in cooperation with this purpose will be asked to leave the event. In order to maintain the positive focus of Earth Day, all exhibitors must abide by the following guidelines:

- All application materials and booth set-up requirements must be received by the established deadlines.
- A sample copy of any printed materials (brochures, flyers, etc.) to be handed out at the event must be presented with the application. Any materials deemed objectionable will not be allowed at the event.
- Booth spaces will be assigned at the discretion of the event coordinator to ensure the flow of the event makes sense. Upon check-in at the registration table on event day, vendors will receive a map of the event area designating your assigned location.
- Exhibitors cannot sell any merchandise at this event unless the City has previously agreed.
- Food, candy or beverages may not be served at your booth unless you have been pre-approved by the City and the Ventura County Health Department for this event (see attached Exhibitor Application).
- Please, no smoking in the event area.
- Balloon decorations are prohibited.
- Use of Polystyrene containers/plates and cups is not permitted.
- Exhibitors are asked to refrain from using microphones, speakers, or amplified music.
- Exhibitors must arrive at the designated set-up time, be ready by the event start time and maintain staffing at your designated booth for the duration of the event.

We sincerely appreciate your participation in this entertaining and meaningful event for the community.

Any questions or concerns can be directed to:

Trish Honigsberg
City of Oxnard Outreach and Education
805.385.7928
Trish.Honigsberg@ci.oxnard.ca.us