



## Earth Day Festival Vendor Form 2023

Keep Tyler Beautiful invites you to the 1<sup>st</sup> Annual Earth Day Festival to celebrate our favorite planet, Earth. We invite you to make an impact this Earth Day with us. We are hoping to promote a message of conservation and sustainability for our community and inspire a call to action to make a difference. If you choose to participate in this event you are welcome to bring your own activities, handouts, presentation, promotional materials or items/food to sell.

By contributing to the event, you are helping Keep Tyler Beautiful bring a fun and informative event to our families in the community. If you have any questions, please do not hesitate to contact us at [ktyb@tylertexas.com](mailto:ktyb@tylertexas.com).

### Event Details

Date: Saturday, April 22, 2023

Time: 10 a.m. to 2 p.m.

Location: Bergfeld Park, 1510 College St.

### Vendor Details & Guidelines

- Set up time will be from 8:00 - 9:30 a.m.
- Individual booths are available at \$50 each.
- Each booth space is approximately 10' x 15'. If your setup will require more space please let us know so we can plan accordingly. Extra space will be available on a first-come, first-served basis.
- One 8' table and 2 chairs will be provided to each booth. Additional tables can be provided for an additional fee of \$5.
- **BOOTH FEES:** Online application and payment may be completed at [bit.ly/TylerEarthDayApplication2023](https://bit.ly/TylerEarthDayApplication2023) (An additional credit card fee will apply.) Otherwise please send completed application and check or money order payable to Keep Tyler Beautiful to 1718 W. Houston St. Tyler, TX 75702. (NO personal checks will be accepted after 4:30 p.m. on Friday, April 8.) No refunds will be issued once confirmation is sent, unless the event has to be cancelled by Keep Tyler Beautiful.
- You are welcome to bring anything with you that you can transport with a non-motorized vehicle (i.e. dolly, cart) as vehicles are prohibited on the park grounds. We will provide a space for vehicles to unload, but vehicles will need to be moved by 9:30 a.m.

You will receive a confirmation email within 2-3 business days. For more information contact Erin Garner via email at [egarner@tylertexas.com](mailto:egarner@tylertexas.com) or via phone at 903-531-1335.

- To maintain the integrity and eco-friendly nature of the event, we are request no balloons or confetti and would prefer vendors to utilize re-useable decor. Vendors cannot park of Fourth St., College St., or Second St. during the event. Trailers cannot be left in the neighborhood surrounding the park.
- All applications will be approved according to what we feel will add variety and interest as well as complement the mission of the event and our other vendors to maintain a quality event. If your application is not accepted your booth fee will be returned.
- All items sold need to be handmade or locally produced. (No resell items will be permitted.) All items must be listed on application and no items can only be added to the application after approval at the discretion of KTyB.
- Applications must be returned with at least one (1) photo of each type of item to be sold. Photos may be submitted by mail with application or emailed to [ktyb@tylertexas.com](mailto:ktyb@tylertexas.com) . Mailed photos will not be returned unless applicant provides a self-addressed stamped envelope.
  - *Photos will be used to ensure no duplicate items and to help advertise for the event.*
- Exhibitors must stay within provided booth space. No displays outside of booth space. No person is permitted to use additional booth space unless approved by event staff.
- Booth fee includes marked area. This is an outdoor event and some areas are not level. Be prepared to set up in unlevel area. No booths will be moved once confirmation is sent.

**Please complete this form and return it by Friday, April 1 to Erin Garner at [egarner@tylertexas.com](mailto:egarner@tylertexas.com).**

Organization/Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

How did you hear about Earth Day: \_\_\_\_\_

I have included a copy of my current health permit if I will be selling or giving away food.

Booth Request:

10 x 15 (\$50)       #    8' Table (\$6 each)       Extra Space Requested: How much: (\_\_\_\_\_)

**If vendor will be selling items, please complete the following section, otherwise proceed to the next section:**

Items to be displayed/sold: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

License Plate #: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Website and/or Social Media Handles: \_\_\_\_\_

You will receive a confirmation email within 2-3 business days. For more information contact Erin Garner via email at [egarner@tylertexas.com](mailto:egarner@tylertexas.com) or via phone at 903-531-1335.

If vendor will **not** be selling items, please complete the following section:

I will be bringing my own activity, topic, handouts for my table that will align with an Earth Day theme.

If providing an activity or craft, please describe below:

---

## **Vendor Agreement**

Please read and initial each item and sign the bottom line. Kindly return the completed forms to Keep Tyler Beautiful by April 1, 2023.

\_\_\_\_\_ I am responsible for staffing my table. I will bring all supplies to decorate or supply my station including any crafts or activities. I may begin setting up no earlier than 8 a.m. on April 22. The event begins at 10 a.m. and booths must be ready for guests by this time.

\_\_\_\_\_ I may bring my own wheeled cart or dolly for use in moving items. I understand that the event staff will not be able to help transport my items and I cannot bring a vehicle onto the park grounds at any time.

\_\_\_\_\_ I understand that if I am selling or giving away food items, that I must provide Keep Tyler Beautiful with a current copy of my health permit. (Food trucks must also provide proof of insurance).

\_\_\_\_\_ I understand that the Earth Day Festival will take place rain or shine. This event will not be cancelled or close early unless a severe weather alert is in effect. No refunds will be given unless event is cancelled by Keep Tyler Beautiful, in which case you will be notified via the email provided on this form.

\_\_\_\_\_ I understand that all volunteers/employees at my station will be respectable, courteous and in good decorum at all times.

\_\_\_\_\_ ANY violation of these guidelines will result in removal from participating in this event and potential future events and all fees paid will be forfeited. By signing this form, you agree to remain in compliance throughout the event.

\_\_\_\_\_ If there is any damage to personal property, I will not find the City of Tyler, its employees or agents liable.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

You will receive a confirmation email within 2-3 business days. For more information contact Erin Garner via email at [egarner@tylertexas.com](mailto:egarner@tylertexas.com) or via phone at 903-531-1335.