

Application Deadline: Friday, April 5, 2024

***We will not be accepting applications after Monday, April 8th, 2024.**

Vendor Fees & Certificate of Liability Insurance Due: Monday, April 8, 2024.

The Environmental Center is committed to building a more just and sustainable future in Central Oregon – and our partnerships and events must reflect this commitment. We ask that you only participate in this event if you're able to contribute to a welcoming, inclusive, and accessible place for community members to gather and celebrate Earth Day. Thank you!

Location: On Kansas Avenue in front of the Environmental Center. Our street address is 16 NW Kansas Ave, downtown Bend between Lava and Bond Street. This will be a street fair with booths along both sides of Kansas Ave. and on Troy Field. The stage will be located on Troy Field, where vendors will host hands-on activities for families and friends alike. This area is designated for nonprofits and businesses that focus on getting families outside and connected to nature.

Booth Size: 10' x 10'. Vendors will supply the booth and all necessary equipment. Don't forget weights to secure your tent!

Fair Hours: Saturday, April 20, 2024 from 11:30am. until 3pm. Vendors are required to stay open during fair hours, rain or shine.

COMMITMENT TO LOW-WASTE EVENTS - By applying to participate in this event, you are agreeing to model a low-waste event for the community! Please read the reduce and reuse guidelines for all vendors as well as additional guidelines for food vendors below.

All vendors:

To lessen our impact, The Environmental Center is committed to reducing waste through the use of reusables, and properly managing waste through recycling and composting at all of our events. All vendors must make efforts to reduce their waste as much as is reasonable. Waste source reduction is our priority; recycling and composting should be a last resort. Here's how we get there:

- Limit take-homes and giveaways to only the essentials; opt for interactivity and experiences instead. If you *must* utilize giveaways, they should be durable and reusable products instead of single-use items and packaging that would
- Choose products that come with little or no packaging. Giveaways should not be individually packaged. If you feel they *must* be individually packaged, opt for paper or cardboard packaging that can be recycled.

- Recyclable materials are great, recyclable AND recycled materials are even better! Take a close look at what materials are actually accepted for recycling in Deschutes County here in our [commingled recycling guide](#).
- Products and packaging labeled compostable, biodegradable, biobased, plant-based (PLA) are not permitted at Earth Day Fair as they are not accepted for composting or recycling locally, and in many other municipalities.
- Correctly sort waste at the sorting station into mixed recycling, glass, compost, and landfill bins. Reference the [Rethink Waste Guide](#) for more information.

Special Note for Food Vendors:

By applying to participate in this event, you are agreeing to participate in the reusable dishware, cups, and utensil system that is part of Earth Day Fair. All of these reusable items will be provided to you at no additional cost and re-collected on site. Once your application is approved, our Rethink Waste team will be in touch to discuss the reusable dishware system in more detail.

We also ask that you opt for sauces and condiments in bulk. If you *must* utilize single-use packets of sauces and condiments, please first ask each attendee whether or not they need them before handing them out.

For more information about our low waste policy or support around reusables, please contact Udara Abeyssekera at udara@envirocenter.org or 541-385-6908 x260.

Why are we moving away from “compostables”...

In the past, we have required the use of compostable food ware. However, [a recent Oregon DEQ study](#) has revealed that some processes for producing compostable food serviceware can have a higher carbon footprint than regular plastics. Composters serving our community have also [indicated](#) that “compostable” packaging and serviceware compromise our composting programs and limit many of the environmental benefits of composting organic material. In light of this new information, we have shifted to a reusable dishware model for all food vendors.

SET UP AND BREAK DOWN

The fair will take place on Kansas Avenue between Lava and Bond St, as well as Troy Field, our Learning Garden, and the adjacent parking lot. You will set-up between 8:30am-11am. It is important that you arrive during this time in order to maintain smooth traffic patterns, and have time to move your vehicle out of the fair area. The Parade will start assembling at 11am and will begin at 11:30. Your booth will need to be set up before the parade starts. At the end of the parade, the musicians will lead the parade into the fair to begin the fair festivities. Vendors are required to stay until the completion of the fair, at 3pm. You will have until 5pm to break down.

BOOTH LOCATION

Once accepted as a participating vendor, you will receive your assigned location and a map via email approximately three days prior to the event.

FOOD & BEVERAGE VENDORS

Strictly Organic Coffee Co. is the Lead Sponsor of this event and will be the exclusive provider of coffee and cocoa beverages during the fair.

Food vendors must take every precaution to ensure grease does not spill onto the grass or street or parking lot. It washes into the drains and is a city health code violation. We require food vendors to place rubber mats down to catch grease. Grease cleaning can be expensive so we appreciate your help regarding this matter. **Please closely review the commitment to low-waste events above.*

STORAGE

All items and refuse must be stored inside your booth or in designated areas in accordance with the fire code.

POWER

Power will only be provided for the music stage; all other vendors must design a booth that does not require power or bring their own source of battery power for their booth. We encourage you to bring an electric generator if possible.

INTERACTIVE LEARNING

We encourage businesses and organizations to think of creative ways to engage Earth Day Fair participants. Interactive displays, demonstrations, and other engaging activities are invited. If you have upcoming trainings, workshops or volunteer opportunities that connect people with the environment, feature these at your booth.

WHAT TO BRING

Please bring your own tables, chairs, canopies, and weights - we do NOT provide these - and be prepared for all weather conditions. Food vendors who will be cooking food on site are required to comply with all Fire Department regulations and hold a temporary health permit available from Deschutes County. All vendors must comply with Bend Fire Department Codes for setup. Please review the *Bend Fire Department General Requirements for Special Events*. (Attached)

WIND AND SAFETY

Local weather patterns in April are unpredictable; we have experienced everything from calm, clear skies to strong winds, sleet and snow at the Earth Day Fair. Wind gusts can be a hazard to your staff and volunteers manning the booth and event attendees, as the booth components can suddenly become airborne and strike people nearby. It is your responsibility to ensure that your booth—including any canopy(ies), table(s), chair(s) and other equipment or materials—is secured to the ground so that it will withstand strong gusts of wind. We do not provide means to secure your booth; you *must* devise a securing system before the event and bring the necessary equipment with you the day of the event.

INSURANCE

All vendors are required to have liability insurance – with endorsement attached – with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, to name the Central Oregon Environmental Center as additional insured for the day of the event, and to send a certificate of such liability insurance to the Central Oregon Environmental Center (dba The Environmental Center). All certificates must be received by April 8, 2024.

Please submit your Certificate of Liability to Janet at janet@envirocenter.org.

VENDOR FEES

ALL VENDORS ARE REQUIRED TO SUBMIT PAYMENT FOR THEIR BOOTH NO LATER THAN APRIL 8TH. VENDORS WHO DO NOT SUBMIT PAYMENT BY THE ABOVE DUE DATE ARE NOT GUARANTEED A BOOTH ON APRIL 20TH.

ADA GUIDELINES

- All vendors must review the *Special Events ADA Guidelines* attachment and comply with these guidelines. For more information, please contact City of Bend's Accessibility Manager at 541-693-2198 or email accessibility@bendoregon.gov.
- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with rugs, but rugs must be taped down on all sides.
- Menus should be hung 36-39 inches from the ground

Questions?

Al Kolenda: al@envirocenter.org OR (541) 508-5556 for sponsor-related questions.

Priscilla Calleros: priscilla@envirocenter.org OR (541) 508-5410 for vendor and event day questions.

Janet Llerandi: janet@envirocenter.org OR (541) 508-5262 for insurance and payment questions.