



**EnviroFest 2019**  
Saturday, August 3<sup>rd</sup>  
12:00 – 6:00 PM  
Elkhart Civic Plaza & Central Park, Elkhart, IN



## **EnviroFest Exhibitor FAQs & Event Information**

### Event Coordinator - Elkhart Environmental Center

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Elkhart IN, 46516

### Event Information

**Date:** Saturday, August 3, 2019

**Time:** 12:00 – 6:00 PM

**Venue:** Elkhart Civic Plaza, 350 S. Main. St.,  
Elkhart, IN 46516

### **Event Information**

The Elkhart Environmental Center (EEC) brings this environmental festival to Michiana. The EEC has previously partnered with 88.1 WVPE Public Radio, as part of their summer concert series. The EEC has coordinated EnviroFest for over 20 years and it has grown to become a valued part of the vibrant Elkhart community. The event features live music, local food vendors, family-friendly entertainment and exhibit booths with local businesses, organizations, and programs. It's a fantastic showcase of the green groups, sustainability initiatives, and innovative products our community has to offer. We hope you will join us for EnviroFest 2019!

### **Changes for 2019**

#### ***Venue***

EnviroFest will now be held at the Elkhart Civic Plaza in downtown Elkhart. The event had previously taken place at the Wellfield Botanic Gardens, but, after 8 years, the event outgrew this venue, as Wellfield itself continued to expand its gardens. Another consideration for venue change is that a major goal for this event is to make it as accessible to the public as possible, and moving to a more central location will be a step in the right direction—in addition to allowing us to remove ticket fees.

#### ***Ticket Price***

In 2019, we are removing the ticket fee for attendees. Our hope is that, by making this event free, it will become more accessible to (and utilized by) the community. As a public entity, our goal with every program and event is to be a resource and provide services to the community. We believe that EnviroFest is a wonderful, educational family festival that should be accessible to anyone and everyone.

#### ***Duration***

In the past the event was 4 hours long, starting at 5:00 PM. After feedback from guests over the years, this year the event is six (6) hours long, from 12:00-6:00 PM. A longer event means more exposure for our exhibitors, but it also means vendors must be set-up earlier, including food vendors. Health department inspections for food vendors will be at 10:30 AM. Food vendors will have the option of selling before the event begins to exhibitors, please see the FAQ's for more information.

#### ***Zero-Waste***

This year, we are attempting to make EnviroFest the first zero-waste event in Elkhart by reducing the amount of garbage produced by the event to ZERO! Our goal is to collect compost and recycling during the event and eliminate waste completely. This means that we are requiring ALL vendors, exhibitors, and food vendors to eliminate any packaging or materials that is not compostable or recyclable. Single-use plastics and other disposable materials are not permitted at the event. Serving food or providing free giveaways or candy are permitted but must not create waste. We hope you will join us in walking the talk of this event. These terms and conditions are included in the application this year, and by signing you agree to comply with our new standards. More details about our zero-waste initiative and what is and is not acceptable will be included in a zero-waste information packet online that will be made available online. We will also provide this information via email upon request.

## **Applications**

Applications must be submitted to the EEC. Please do not submit your application anywhere else. We encourage you to apply as soon as possible.

## **Booth Set-up and Take-down**

All exhibitors may set up any time between 9:00 AM and 11:00 AM on Saturday, August 3, **but must be set up by 11:30 AM**. Vehicles **may not** drive or park on the grass. Exhibitors may begin taking down their booths at 6:00 PM when the event ends (see terms and conditions). Exhibitors found closing their booth before the end of the event may not be allowed to return to EnviroFest. Exhibitors will receive set-up times and details closer to the event.

## **Frequently Asked Questions (FAQ's)**

### **Q: Will my booth be a good fit for the event?**

The event celebrates the environment and sustainability. Topics relevant to this include environmental and public health; environmental and nature-based education; waste reduction and recycling; repurposed or upcycled art; locally made products; local and organic foods; energy efficiency and alternative energy; permaculture, landscape design and urban planning; sustainability solutions and innovation; native plants and wildlife. If you aren't sure if your booth would be a good fit, please contact the EEC.

### **Q: What is the “Zero-Waste Initiative” clause on the Terms & Conditions, and what does that mean for me?**

The Zero-Waste Initiative clause found in the Terms & Conditions on our event application is referring to our effort to make EnviroFest the first zero-waste event in Elkhart. This means that we are attempting to eliminate all garbage produced by the event. Supplies that are recyclable or compostable are the only acceptable materials to bring to and distribute at this event. This means that, whether you are a food vendor, exhibitor, or a regular vendor, you need to be aware of what materials you are bringing and providing at the event. All booths are prohibited from bringing and giving away any disposable materials including (but not limited to) plastic bags or wrappers, Styrofoam containers, etc. More information about acceptable and not acceptable materials can be found in our zero-waste information packet which is available online. We will also provide this information via email upon request.

### **Q: Why is there a different fee for food vendors this year?**

In the past, food vendors were required to pay 15% of their net sales from the event (with new food vendors also paying a one-time fee of \$10). We have introduced a new fee structure this year in light of past experiences and issues with fee collection. This year, we are introducing a flat rate of \$125 for all food vendors. Please contact us with any issues or concerns about this change.

### **Q: Do I have to have insurance?**

EnviroFest is a large event with large crowds, therefore insurance is required for all booths. The amount and type are not specified, but you must have some type of liability coverage covering you on the day of the event, even if it's just for that day. If you aren't sure if you have coverage, we encourage you to check with your insurance agent or non-profit organization to see if the policy includes participation in the event.

### **Q: Can I drive up to my booth location for setup and cleanup?**

In some areas of the event—but not all areas of the event—you may drive up to or near your booth location for setup/cleanup; no vehicles are permitted on the grass at any time. If you need to drive up to your booth location, you **must** get approval from EEC staff first. *We strongly recommend that you bring a wagon or box to*

**carry your items to and from the event instead of driving through the venue.** This method gives you more flexibility with your setup time and makes it faster and easier for you to clean up after the event (meaning you get to go home sooner!). We anticipate this to be a much easier and quicker process at Central Park.

**Q: Why do I need to check in at the event?**

Vendor and exhibitor check-in is required. Not only does it let us know that you are at the event, but it also allows us to provide you with the most updated event information and get you to your setup spot more efficiently. When you check in to the event, you will receive a packet with a map of the event, vendor/exhibitor information, and the location of your booth.

**Q: Where do I go to check in at the event?**

Vendor/Exhibitor check-in will be located in the parking lot of the Elkhart Civic Plaza. Before the event, vendors/exhibitors will receive a confirmation email which will include detailed information about the event, including a map with the location of the vendor/exhibitor check-in and the location of their booth.

**Q: Why do I have to set up so early and when do I find out my set-up time?**

This year, we do not have designated set-up times. Exhibitors and vendors may set up any time between 9:00 AM – 11:00 AM, but **must be set up by 11:30 AM**. This format is designed to give everyone (exhibitors, vendors, and event staff) plenty of time to be prepared for the opening of the event at 12 PM. While there is no designated set-up time, **you must still check in with event staff when you arrive**. See **Q: Why do I need to check in at the event?** for further details.

**Q: Can I purchase food from the vendors before the event starts?**

Exhibitors have told us they would like to purchase food from vendors, but they don't get an opportunity after the event starts. This year, food vendors will have the option of starting sales as early as 11:00 AM, but it is not required. Food vendors must first complete County Health Department inspections which start at 10:30 AM. **All booths must be set-up by 11:30 AM**. Failure to comply with this requirement may result in your booth not being allowed to return to EnviroFest.

**Q: What should I do if I have a problem or complaint?**

Please be respectful to the event staff and volunteers at all times. We know that set-up and take-down can be stressful and we are doing our best to make the process as smooth as possible for everyone. If you have questions, concerns, complaints, or feedback, you may direct these to Annie Klehfoth, event coordinator. You can contact Annie at the EEC at (574) 293-5070 or by email at [EECMail@coei.org](mailto:EECMail@coei.org).

***Please remember that all of our volunteers are members of the community who have generously given their time to help with the event. This event would not be possible without them! They do the best they can to provide the best assistance possible. Please be patient and kind when working with our volunteers!*** If you have any issue that cannot be addressed by one of our volunteers, please contact an EEC staff member. You may find assistance by stopping by our Volunteer Station or calling the EEC cellphone (574) 370-5137.