



EnviroFest 2023
Saturday, August 12th
3:00 – 8:00 PM
Island Park, Elkhart, IN



EnviroFest Exhibitor FAQs & Event Information

Event Coordinator - Elkhart Environmental Center

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Event Information

Date: Saturday, August 12, 2023

Time: 3:00 – 8:00 PM

Venue: Island Park., N. Main St. & E. Sycamore St.
Elkhart, IN 46516

Event Information

The Elkhart Environmental Center (EEC) brings this environmental festival to Michiana for its **26th** year! The EEC has previously partnered with 88.1 WVPE Public Radio, as part of their summer concert series. The EEC has coordinated EnviroFest for 26 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 education, 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 2023!

EnviroFest will now be held at Island Park in downtown Elkhart. The event has previously taken place at the Wellfield Botanic Gardens and was held at the Elkhart Civic Plaza & Central park in 2019. The event initially outgrew Wellfield Botanic Gardens, as both the event and the Gardens grew. We are excited to return the event to Island Park (where EnviroFest began in 1995) as it is a unique venue, which is also centrally-located in the Downtown Elkhart area. Island Park is a popular venue for events, and therefore a familiar location for many attendees—as well as where EnviroFest got its start!

COVID Safety Precautions

We are looking forward to hosting an in-person EnviroFest this year, but we do so with health and safety as our first concern and priority. This event will only take place if we have full confidence that we can host it in a manner that is safe for visitors, volunteers, and vendors. EEC Staff will be working closely with the Health Department to evaluate community conditions ahead of the event and will take appropriate precautions accordingly (including cancelling the event if conditions are not right). While we will do everything we can to create a safety environment for the event, we cannot accomplish this alone. Therefore, we **require** that all visitors, volunteers, and vendors adhere to Health Department standards.

Changes for 2023

Date

While we had hoped to establish a set recurring date (e.g. the first Saturday in August), we have once again been asked to move the event date to accommodate the City's annual Grand Prix go-kart race (which had some date changes for 2023). We will continue to search for a more stable date and avoid competing with large events like the Elkhart County 4H Fair and South Bend Art Beat.

Time

This year, we are ending an hour early at 8 PM to accommodate popular request by vendors and exhibitors to have an earlier end time and avoid packing up in the dark.

Zero-Waste

EnviroFest will **not** be attempting to go Zero-Waste this year. We continue to encourage everyone to do their best to reduce waste generated at the event. Unfortunately, we do not have the capacity to accomplish a Zero-

Waste event this year, but we will continue working towards this goal for future events. We still ask that vendors and exhibitors limit waste as much as possible—using reusable and recyclable products whenever possible and refraining from single-use giveaways (e.g. plastic straws, candy wrappers, Styrofoam containers, plastic bags etc.). If you would like assistance in reducing your event waste for EnviroFest, EEC staff are happy to provide support 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 11:00 AM and 2:00 PM on Saturday, August 12, **but must be set up by 2:30 PM**. If you need to drive on the Island for setup, **you must reserve a setup time with EEC staff**. Vehicles **may not** drive on the grass—stay on the paved path. This path is **one-way**, so please pay attention to our event staff's directions. Exhibitors may begin taking down their booths at 8:00 PM when the event ends (see terms and conditions). Exhibitors found closing their booth before 8 PM may not be allowed to return to EnviroFest. **You may not drive onto the Island for take-down until directed by EEC staff.** Exhibitors will receive further 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: Why is the electricity fee higher this year?

Electricity access at Island Park is extremely limited—significantly more so than any other venue we have used. We can provide limited electricity to the pavilion (volunteer station) and the music stage at no additional cost to the event, but additional electric needs must be met by renting generators. Unfortunately, our historical \$10 electric fee would not do enough to help offset this additional cost to the event, so we needed to raise the fee.

Why is the electricity fee for food vendors higher?

Food vendors typically require more power than our average booth. The larger fee accommodates the additional generator rental that would be required to power a single food vendor, as opposed to multiple booths being able to share a single generator.

Q: Why is there a late fee for submitting applications after July 8?

We strive for EnviroFest to grow and include as many environmentally- and sustainability-oriented organizations as possible each year. We do our best to be accommodating and understanding to organizations that would like to participate in the event but have missed the application deadline; however, the application deadline is set to provide enough time for event staff to prepare and print materials for volunteers, vendors, and the public (e.g. event maps, programs, etc.). Late applications are not only unfair to exhibitors who submitted their application on time, but also add extra work and stress at a critical time in our event planning. Due to the amount of late applications we have received over the years, we are instituting a fee to address the extra strain that it takes to

accommodate late applications. **This is not a guarantee that late applications will be accepted—this remains at the sole discretion of EEC staff.**

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, you may drive up to or near your booth location for setup/cleanup. Cars **must only drive on the paved path—and the path is ONE WAY ONLY (follow arrows and event staff direction)**. If you need to temporarily park in the grass to unload materials, you may, but **do not drive across the grass**. If you need to drive up to your booth location, you **must** get approval from EEC staff first. Please call 574-293-5070 or email EECmail@coei.org at least 2 weeks before the event for approval. ***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!).

Q: Why do I need to reserve a time to drive on to the Island for setup?

Island Park has a **one-way** bridge and path. We assign drive-on times to reduce congestion on the Island, and to alleviate extra wait times for entering/exiting. The bridge is too long/arched for cars to see if someone is crossing the bridge before they attempt to exit, so we need to have volunteers stationed here to direct traffic. Assigned drive-on times better allow us to control the flow of traffic and maintain a safe setup space for pedestrians.

Q: Why do I have to wait for EEC staff approval to drive onto the Island for take-down?

Island Park has a one-way bridge and path. The bridge is too long/arched for cars to see if someone is crossing the bridge before they attempt to exit—especially in the dark—so we need to have volunteers stationed here to direct traffic. We need to ensure that volunteers are ready to direct cars and that enough event-goers have left the venue to make it safe for cars to enter. **This is a safety concern and we require your understanding and cooperation.**

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

Vendor and exhibitor check-in is required **for ALL booths**. 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 on the island right after the bridge. 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, ***if you do not need to drive onto the island for setup***, we do not have designated set-up times. Exhibitors and vendors may set up any time between 11:00 AM – 2:00 PM, but **must be set up by 2:30 PM**. 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 3 PM. ***If you need to drive onto the island for setup***, please contact EEC. We will have designated setup times to avoid congestions. You will receive a confirmation email with your setup time before the event.

Whether or not you have 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 2:00 PM, but it is not required. Food vendors must first complete County Health Department inspections which start at 1:30 PM. ***All booths must be set-up by 2:30 PM.*** Failure to comply with this requirement may result in your booth not being allowed to return to EnviroFest.

Q: Will my booth/area be in the shade?

Island Park does have several large trees that will provide shade throughout the day to a portion of the venue. However, we can *not* guarantee that your spot will be completely shaded throughout the event. We always recommend that exhibitors/vendors provide their own shade with a canopy tent, as the event weather is usually quite warm. ***If you bring a canopy tent, it must be secured with weights and/or stakes.*** Some years, the event has been particularly windy and unsecured canopy tents have been blown away. For the safety of visitors and other exhibitors/vendors, we **require** your tents to be secured throughout the event.

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.

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 during the event by stopping by our Volunteer Station or calling the EEC cellphone (574) 370-5137.