EXHIBITOR APPLICATION AND INFORMATION PACKET

Bay Day 2020
Saturday, May 16
11 am – 4 pm

Space is limited! Please complete and return the exhibitor application no later than April 24, 2020.

Fax or e-mail application to:

Galveston Bay Foundation
Attn: Emily Ford

Phone: 281-332-3381 x207
Fax: 832-284-4982
E-mail: eford@galvbay.org

*** Please do NOT mail in the application***

Exhibitor Application
Non-Profits & Commercial Exhibitors welcome to apply

The Galveston Bay Foundation (GBF) invites you to join us at Bay Day on **Saturday, May 16, 2020, from 11:00am to 4:00pm.** This free to attend, family event is a one-day, outdoor festival featuring a variety of nature-related activities, exhibits, arts, crafts, and entertainment. **Over 5,000 people are expected to attend *Bay Day 2020*!**

Exhibitor Information and Rules

- **This is a family friendly, environmental event! Please ensure you provide hands-on activities that appeal to youth and families and promote environmental awareness.**
- All exhibitors will be provided tent cover equivalent to a 10ft x 10ft space, a 6-foot table, and two chairs. GBF provides NO additional display equipment.
- Exhibitors are welcome to share their 10x10 spot with another exhibitor if both exhibiting parties would like, but please let us know ahead of time!
- Electricity and water access are available upon request, first-come, first-serve.
- Exhibitors will receive complimentary Bay Day t-shirts and at least two tickets for a free hot dog lunch.
- Exhibitors will have access to free parking on a first come, first serve basis.
- Once the application is approved by GBF and the Kemah Boardwalk, the applicant is committed to attend.
- GBF and the Kemah Boardwalk reserve the right to deny applicants if they are deemed inappropriate for the event and/or for the Kemah Boardwalk, or if all exhibitor spaces are filled.
- **There is <u>no fee</u> for <u>Government and non-profit entities</u> to exhibit.** The free space provided for Government and non-profit entities includes a 10x10 covered area, 1 table and 2 chairs.
- **The <u>commercial fee (for-profit groups, private business, etc.) is <mark>$200</mark> for a 10x10 space, 1 table and 2 chairs</u>. There is additional cost for larger exhibit space, more tables, and/or more chairs (please contact the GBF Community Programs Manager at <u>eford@galvbay.org</u> for more pricing information).** Payment must be completed by Friday, April 24, 2020 in order to reserve your exhibit space. There are no refunds for entrant withdrawal or a rainout event.
- GBF and the Kemah Boardwalk assume no liability for damage, loss or theft of displays.
- GBF and the Kemah Boardwalk must pre-approve give-away items (please list items in your application).
- <u>NO</u> food, candies, or beverages may be sold or given away by exhibitors.
- <u>NO</u> helium balloons or "Silly String" are permitted.
- Live animals may <u>NOT</u> be sold, raffled, or given away at Bay Day.
- Per Kemah Boardwalk regulations, all exhibits with live animals must be able to provide a Certificate of Insurance. Live animals must remain within their booth space (animals may be taken out of their enclosures for audience interaction but must remain within their tent/booth area).
- Exhibitors <u>MUST</u> remain open until <u>4:00pm</u>
- Additional exhibitor requirements and instructions will be emailed before the event date.
- There is no rain date.

Commitment to Environmental Friendliness

Part of making the environmental messaging of Bay Day work is to operate in as eco-friendly of a way as possible. It is up to us as Bay Day exhibitors and coordinators to push proper environmental behavior. Please follow guidelines and tips below to be as green as can be!

- Avoid giveaway items that are known to harm wildlife and/or the environment (examples include balloons, straws, plastic bags.) Consider finding affordable, eco-friendly items that you can brand, like the ones found at www.ecopromotionsonline.com
- Manage your waste wisely – collect your recycling and plan for proper disposal of any waste items. If needed, GBF can handle removal and proper disposal of a limited amount of recyclable materials.
- Educate the public – feel free to point out where nearest trash cans or proper receptacles are around the Boardwalk, to discourage visitors from leaving empty cups, napkins, etc. on the ground or in other inappropriate places around the event. Of course, also push your organization's environmental message!
- Limit brochures and paper giveaways – consider taking advantage of smartphone capabilities, like creating a scannable barcode that connects visitors to your website or using other smart devices to show off your messaging.

Calendar/Timeline

Deadline for Applications: April 24, 2020
Bay Day festival date: Saturday, May 16, 2020 11:00 am - 4:00 pm
Day-of event set-up time: Begins as early as 8:00 am, complete by 10:45am
Day-of event take-down time: 4:00 pm, must finish take-down by 5:00pm

Once you have reviewed the above information carefully, please continue to the next page to complete the exhibitor application. Thank you!

Exhibitor Application: 2020 Bay Day Festival

Exhibiting Organization: _____

Contact Name: _____

Phone: _____ Fax: _____ E-mail_____

Address: _____

City: _____ State: _____ Zip: _____

Exhibit Description (include description of any planned giveaway or take-home items):

Please check which category best fits the topic of your exhibit:

(   ) Wildlife   (   ) Habitat   (   ) Human Uses

(   ) Other [*please describe*] _____

Please describe your exhibit here:
_____
_____
_____
_____

If you have giveaway items you would like to bring, please list what those items are here:
_____
_____
_____
_____

Payment Information (please check the appropriate option below):

(   ) Commercial fee, $200: The GBF Community Programs Manager will contact you to discuss and collect payment. GBF reserves the right to cancel your exhibitor space reservation if payment is not received by April 24, 2020.

(   ) We are a non-profit or government organization, therefore our exhibit space is free.

For additional information contact Emily Ford: eford@galvbay.org, o: 281-332-3381 x207

One accepted by GBF and the Kemah Boardwalk, this Exhibitor Application for the *Bay Day 2020* festival constitutes agreement on the part of the entrant to the terms and conditions set forth in this application.