



# BAY DAY FESTIVAL

GALVESTON BAY  
FOUNDATION

## **EXHIBITOR APPLICATION AND INFORMATION PACKET**

**Bay Day 2022  
Saturday, May 14th  
11 am – 4 pm**

**Space is limited! Please complete and  
return the exhibitor application no later  
than May 2<sup>nd</sup>, 2022.**

**Mail, fax, or e-mail application to:**

**Galveston Bay Foundation  
Attn: Emily Ford  
1725 HWY 146  
Kemah, TX 77565**

**Phone: (832) 536-2256  
Fax: (832) 284-4982  
E-mail: [eford@galvbay.org](mailto:eford@galvbay.org)**



# BAY DAY FESTIVAL

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FOUNDATION

## Exhibitor Application

### Non-Profits & Commercial Exhibitors

The Galveston Bay Foundation (GBF) invites you to join us at Bay Day 2022 on **Saturday, May 14<sup>th</sup>, 2022, from 11:00am to 4:00pm**. This free, family event is a one-day, outdoor festival featuring a variety of nature-related activities, exhibits, arts, crafts, and entertainment. **Over 3,000 people are expected to attend Bay Day 2022!**

## Exhibitor Information

- All exhibitors will be provided tent cover equivalent to a 10ft x 10ft space, a 6-foot table, and two chairs. GBF and the Bay Day Committee provide NO additional display equipment.
- Shared exhibit spaces are available (please work with Bay Day coordinator to arrange)
- 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. If you would like a specific t-shirt size for you or your volunteers, please be sure to send the sizes by May 2<sup>nd</sup>, 2022
- Exhibitors will have access to free parking on a first come, first serve basis.

## Exhibitor Rules

- Once the application is approved by GBF, the applicant is committed to attend.
- There is no fee for Government and non-profit entities to exhibit.
- The commercial fee is \$200 for an exhibit. Please make checks payable to the Galveston Bay Foundation. The **fee must be sent with application form**. There are no refunds for entrant withdrawal or a rainout event. If exhibit space is unavailable/full when we receive your application and fee, your fee will be refunded.
- All exhibitors will be provided tent cover equivalent to a 10ft x 10ft space, a 6-foot table, and two chairs
- Shared spaces are available: Please coordinate space sharing with the Bay Day coordinator and your partnering organization/group.
- Bay Day Committee and GBF assume no liability for damage, loss or theft of displays.
- Bay Day Committee must pre-approve give-away items (please list items in your application).
- NO food, candies, or beverages may be sold or given away by exhibitors.
- NO helium balloons or “Silly String” are permitted.
- Live animals may NOT be sold, raffled, or given away at Bay Day.
- **LIVE ANIMAL EXHIBITS** - 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 MUST remain open until 4:00pm
- 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 conduct 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](http://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 (please communicate with the Bay Day event coordinator on this)
- 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 share 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: May 2<sup>nd</sup>, 2022

Bay Day festival date: Saturday, May 14<sup>th</sup> 2022, 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: 2022 Bay Day Festival**

Exhibiting Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Exhibit Description (include description of any planned giveaway items and hands-on activities):

\_\_\_\_\_  
\_\_\_\_\_

**Please check which category(ies) best fits the topic of your exhibit:**

Wildlife     Habitat     Human Uses     Conservation     Sustainability

Other [*please describe*] \_\_\_\_\_

**ELECTRICITY/WATER NEEDS (check all that apply):**

I need access to a power outlet     I need access to water

**OPPORTUNITY TO PRESENT ON-STAGE!** Does your organization have an interactive 30 to 45-minute presentation that you would like to give on-stage during Bay Day? Let us know!

Yes, we would like to do a stage presentation at Bay Day!

Description of stage presentation:

\_\_\_\_\_  
\_\_\_\_\_

**Enclosed (please check the appropriate option below):**

- Commercial fee, \$200:** Please make checks payable to the Galveston Bay Foundation  
 We are a non-profit or government organization, therefore no fee is enclosed

**Mail, fax, or e-mail application by May 2<sup>nd</sup>, 2022 to:**

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