EnviroFest Exhibitor FAQs & Event Information

**Event Information**
The Elkhart Environmental Center (EEC) brings this environmental festival to Michiana for its 25th 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 25 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 2020!

**Changes for 2020**

**Venue**
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. While we enjoyed our central location last year, Elkhart Central Park is expected to be under construction during the event. Island Park 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!

**Ticket Price**
In 2019, we removed the ticket fee for attendees. Our hope has been 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.

**Time**
This year, we are again extending the duration of the event from the original 4 hours to 6 hours. However, the exhibition portion of the event is only 5 hours. This means that all exhibitors must be set up before the event begins at 3 PM but may pack up at 8 PM. From 8 PM – 9 PM, the event will focus on music. Exhibitors may stay until the event ends at 9 PM, but are not required to. 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 1:30 PM. Food vendors will have the option of selling before the event begins to exhibitors, please see the FAQ’s for more information.

**Zero-Waste**
Last year, we succeeded in making EnviroFest the first zero-waste event in Elkhart! Our goal continues to be 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 again this
year and by signing you agree to comply with our new standards. If you have questions about our zero-waste initiative and what is and is not acceptable, etc. we are happy to help! Please reach out to EEC staff.

**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 1, **but must be set up by 2:30 PM**. Vehicles **may not** drive or park on the grass. Exhibitors may begin taking down their booths at 8:00 PM when the exhibition portion of the event ends (see terms and conditions). Exhibitors are welcome to stay until the entire event closes at 9 PM, but are not required to. Exhibitors found closing their booth before 8 PM may not be allowed to return to EnviroFest. **Exhibitors will receive further details closer to the event.**

If you intend to leave at 8 PM you **may not drive up to your booth for cleanup**. Because the event will still be going on at this time, all vehicles are **prohibited** from driving on the island. Pedestrian traffic will be too crowded to do this safely. If you have concerns, please contact EEC staff.

### 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 continue EnviroFest as a 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. If you have questions about our zero-waste initiative and what is and is not acceptable, etc. we are happy to help! Please reach out to EEC staff.

**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. 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!).

If you intend to leave at 8 PM you may not drive up to your booth for cleanup. Because the event will still be going on at this time, all vehicles are prohibited from driving on the island. Pedestrian traffic will be too crowded to do this safely. If you have concerns, please contact EEC staff.

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 at the entrance to the east 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 1:00 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.

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