

Earth Day Omaha Coalition
P.O. Box 4183
Omaha, NE 68104



April 5, 2019

Earth Day Omaha Exhibitor,

Thank you for your participation in Earth Day Omaha 2019. This letter serves as your exhibitor/vendor packet. If you have questions that are not addressed, please contact me at brittany@earthdayomaha.org or (402) 980-2818. *On the day of the event, I will only be reachable by phone.*

As this is an event celebrating environmentally friendly ideals, we ask that you please limit the amount and type of giveaways at your booth. We strongly suggest incorporating recyclable, biodegradable and earth-friendly materials. We also encourage you to find ways to eliminate waste, e.g. creating interactive activities to engage passersby and collecting contact information for email communication. Zero Waste stations will be located throughout the park.

Please make sure the primary purpose of your booth is to increase public awareness of environmental issues. We ask that you prominently showcase how your organization or business advocates for sustainable environmental practices and lifestyles.

REMINDER: If you are selling something at your booth, you will need to have designated this on your application. The City of Omaha requires us to take out a vendor permit on each organization or business selling in the park. Please email me if you have any questions about your registration status.

BASIC EVENT INFORMATION

Omaha's Earth Day celebration will be held on Saturday, April 13 in Elmwood Park from 11am–6pm. As always, we hope for sunny, warm and dry weather, but this is Nebraska so we will be prepared for anything. *Please see below for our weather contingency plan.*

Here is a sampling of some of the planned activities:

- Over 100 Exhibitor and Vendor Booths (11am–5pm)
- Local Food Vendors (11am–6pm)
- Main Stage with Speakers & Bands (11am–6pm) *schedule online*
- Children's Tent (11am–5pm) *schedule online*
- Health & Wellness Demonstration Area
- Beer Garden presented by Jake's Cigars & Spirits (12–6pm)
- Valet Bike Parking presented by Mode Shift, Inc. (11am–6pm)
- "Dust off your Bike" Station & Bike / Walk Tours presented by Omaha Bike Walk
- Demonstration Tent presented by Green Omaha Coalition (11am–5pm) *schedule online*
- Free Tree Climbing presented by Nebraska Statewide Arboretum (12-5pm)
- Friend of the Environment Award presented by Papio-Missouri River NRD
- Electric Vehicle Showcase presented by Nebraska Sierra Club
- Science Zone presented by NE SciFest
- Electronic Recycling by Cross Electronic Recycling (11am–4pm)
- Zero Waste Stations presented by Hillside Solutions & Firststar Recycling



PLEASE NOTE: The City of Omaha does not allow vehicles on the grass. Can't find parking? UNO's parking garage is free, close and open to the public! VIP and Sponsor parking lots are reserved for our speakers, performers, food vendors and sponsors ONLY! (*Exception: Handicap Parking is located in the VIP Parking Lot*)
(PLEASE REFERENCE PARKING MAP)

EXHIBITOR LOAD-IN, SET UP & PARKING

You must arrive for set up between 8–10:30am. Since the booths are in a grassy area, you will need to unload your vehicle in the designated zone (**PLEASE REFERENCE PARKING MAP**). To help traffic flow, please arrive in your designated time frame.

- **Exhibitors A-M arrive between 8-9am**
- **Exhibitors N-Z arrive between 9-10am**

There will be signs up to guide you. When you arrive at the unloading zone, you will be greeted by volunteers who will check you in and confirm your booth assignment. Golf carts will be used to shuttle booth materials. There will be no parking in the unloading zones. **Please print out your Exhibitor Loading Tag to help volunteers locate and distribute materials to your booth.** You can set up your exhibit after parking your vehicle. It is a quick drive and 1 minute and 37 second walk from the UNO Parking Garage to the Earth Day grounds. Sponsor Parking is available for sponsors. (**PLEASE REFERENCE PARKING MAP**)

Vendors are NOT allowed to park curbside at Elmwood Park. It creates a dangerous traffic situation and police will be ticketing cars. There is free parking at the UNO Parking Garage. Handicapped parking is available in the VIP Parking Lot. (**PLEASE REFERENCE PARKING MAP**)

BOOTH INFORMATION

Your exhibition space is 10'x10' unless other arrangements were made. Earth Day Omaha Coalition (EDOC) provides an 8' table and two folding chairs. We recommend that you bring a canopy or tent (10'x10' or smaller) to provide shelter from the weather. The City of Omaha prohibits the use of stakes for anchoring canopies; please bring weights and rope to tie your canopy down. It can be windy, so we strongly suggest you bring paper weights to hold down any handouts! No electricity is provided, and there is no WiFi in the park. The tables will be numbered when you arrive. **Please see attached .pdf for your booth number and location.**

TEAR DOWN

You will be able to tear down your exhibit at 5pm. If you absolutely cannot stay until 5pm, please alert a volunteer and we will make arrangements for you. To ensure the safety of the crowd, there will be no golf carts available for tear down. If you need assistance, please visit the Info Booth.

CLEAN UP

Since this is an Earth Day celebration, we request that each participant practices conservation and stewardship by removing all litter in and around your booth using the Zero Waste stations. See the map for locations of the recycling and composting receptacles. Limiting the amounts and types of handouts you provide will help keep the park clean.



WEATHER CONTINGENCY PLAN

There is no rain date. The event will go on rain or shine!

LIGHTING/SEVERE STORM SAFETY POLICY

In the chance of lightning, please seek a safe shelter such as Elmwood Park's pavilion, the UNO parking garage or your vehicle. When lightning is present, do not touch any metal, including the framework of a car. If you are unable to reach a sheltered area, other suggested locations are a dry ditch or a thick grove of small trees surrounded by smaller trees. Unsafe areas are places with tall trees, light poles, open fields, puddles of water, and any point higher than the areas surrounding it. If a tornado warning is issued the event will be canceled.

Again, thank you for joining EDOC in spreading awareness of environmental issues. This event depends on the contributions of hundreds of people, and we look forward to celebrating with you! See the schedule at earthdayomaha.org/schedule, and follow us on [Facebook](#) and [Twitter](#).

Sincerely,

Brittany Dabestani
Event Coordinator
Earth Day Omaha Coalition