



Earth Day

Windsor-Essex County



REGISTRATION FORM (Please Print)

Please register my organization for a booth space at Earth Day

Malden Park, Sunday April 21st 2024 (10 a.m. – 3 p.m.)

Organization:		Contact Name:	
Phone Number:		Email:	

Please provide a description of your booth, particularly any planned activities. We may reach out if we identify multiple duplication of activities.

ENTRANCE FEE: (goes towards booth space, an 8 ft. table and chair)



Please check appropriate category

I will provide my own 10' X 10' shelter.

<input checked="" type="checkbox"/>	\$25 before April 1 st !
<input type="checkbox"/>	\$50 regular price

I require a covered space

<input checked="" type="checkbox"/>	\$40 before April 1 st !
<input type="checkbox"/>	\$80 regular price

I require a 10' X 10' tent

<input type="checkbox"/>	\$150 regular price
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PAYMENT AND SIGNED WAIVER MUST ACCOMPANY REGISTRATION

To reserve your spot, please email your completed registration form and waiver to emp@citywindsor.ca.

Within a week of submitting the registration form and waiver, you should expect a phone call from the City's Central Booking to process a payment over the phone.



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SET UP INFORMATION – EXHIBITORS

- 1) **Set up is on Sunday, April 21st beginning at 8:00 a.m. All exhibitors must be set up by 9:30 a.m. Vehicle access will not be permitted after 9:15 am and before 3:15 pm.**
- 2) Vendors are asked to check in at the Information tent and an Earth Day Committee member will show you where to set up your exhibit.
- 3) Tear down can begin after 3:00 p.m.
- 4) This is a waste free event. All food wares must be of an approved material (additional information is available for food vendors). Volunteers will be onsite to operate a waste sorting station. *Virtual information sessions will be set up in early April for those that would like to learn more about this initiative.*

BOOTH INFORMATION

- 1) There is NO hydro provided for exhibitors. Please inquire if you need hydro.
- 2) All booths are provided with either a 6 ft. or 8 ft. banquet table and two chairs.
- 3) Exhibitors should provide a tablecloth for their 8 ft. banquet table.
- 4) **This is a GARBAGE FREE event! Recycling and composting will be available. This applies to food vendors as well. We will have compostable cutlery available for you, if necessary.**
- 5) Selling products at your booth is permitted. **We strongly encourage you to offer an environmental activity at your booth for participants!**

FOR MORE INFORMATION CONTACT:

Barbara Lamoure
Environmental Sustainability Coordinator
City of Windsor
(519) 255-6100 ext. 6108
emp@citywindsor.ca

