

Lawrence Energy Conservation Fair

Saturday, September 12, 2009, 10:00 a.m. – 4:00 p.m.

Participation Guidelines

The City of Lawrence *Waste Reduction & Recycling Division* would like to invite you to take part in the **2009 Lawrence Energy Conservation Fair & Sustainable Homes Tour on Saturday, September 12, 2009**. The Energy Fair will be at **the Community Building** at 115 W. 11th Street from **10:00 am to 4:00 pm**.

The Lawrence Energy Conservation Fair and Sustainable Homes Tour seeks to educate the community regarding the positive impact of energy conservation and provide businesses and residents with information, services and product ideas directed toward improving energy efficiency.

EXHIBITORS

- Cost: \$75 if registration and payment occurs on or before August 17th. After August 17th, the exhibitor cost will be \$90. This fee includes a table, approximately 8' x 30", and two chairs. The cost of exhibiting is included in all sponsorship levels. Sponsorship level details listed below.
- Registration fee refunds will only be issued upon cancellation prior to August 31st.
- Exhibitor area: approximately 6' deep by 8' to 10' wide.
- Power: available to a limited number of spaces, so please get your request in early.
- **SET-UP begins at 8:00 a.m.** The venue is not available for set up the evening prior to the Fair. No late set-up or early break-down of displays is allowed.
- All vehicle exhibits will be placed outside, adjacent to the Community Building on the west side.
- Once your registration and payment has been received and approved, you will receive email confirmation of your reservation.
- All requests for exhibit space are filled on a first come, first serve basis according to arrival of completed registration and payment (when applicable).
- Displays can not exceed or obstruct the view of adjacent booths.
- Audio-visual equipment should not interfere with other exhibitors.
- Aisle ways and exits must remain clear and cannot be obstructed in any way during Fair hours.
- All exhibitors must check with event coordinators before hanging any decorations, signs, banners, etc. An event coordinator must approve the location and method of installation of any signage.
- Limited carts for unloading are available for exhibitor use on a first come, first serve basis. It is best to bring your own.
- Recycling bins will be provided for exhibitor use. Please utilize these bins before, during, and after the event for all recyclable materials.
- There will be water and coffee provided during the event. Please bring a reusable beverage container to reduce waste.

Exhibitor Registration Deadline: Complete the exhibitor registration form online and submit payment to the address below, **by August 17th**. Approximately one week prior to the event, approved exhibitors will receive event instructions, including an exhibitor map.

Guidelines for Displays

The City of Lawrence Energy Conservation Fair & Sustainable Homes Tour is a family-oriented, energy conservation-themed event. Exhibitor applicants must have a display that is topic-appropriate. The City of Lawrence specifically reserves the right to deny participation to any organization, and/or to remove any display or exhibit, which they consider inappropriate for the event.

Space is not guaranteed, so submit your application early. Applicants must complete the registration in full. Applicants will be responsible for transporting their display in and out of the venue. The City of Lawrence is not responsible for any damage to any display. **No late set-up or early break-down of displays is allowed.** The event opens at 10:00 am and closes at 4:00 pm. It is important to give everyone the opportunity to enjoy the full event.

SPONSORSHIP LEVELS

- Sponsor at \$750 or above and receive exhibit space and logo placement in advertising, posters and a banner to be displayed at the Fair. (Logo placement in utility bill insert if registered by 5:00 pm on Wednesday, July 15, 2009.)
- Sponsor at \$500 and receive exhibit space and logo placement in advertising and posters associated with the Fair. (Logo placement in utility bill insert if registered by 5:00 pm on Wednesday, July 15, 2009.)
- Sponsor at \$250 and receive exhibit space and name placement in advertising and posters associated with the Fair.

Benefits of being a sponsor for this year's Fair include advertising exposure as an environmentally conscious business or program and marketing your specifically tailored goods or services to Lawrence and neighboring community residents and businesses to educate them regarding your particular message or expertise.

Sponsor Registration Deadline: Complete the registration form online and submit payment to the address below, **by August 3rd**. Also, please submit an electronic version of your logo for advertising purposes to recycling@ci.lawrence.ks.us.

Please make checks payable to "City of Lawrence" and mail to:
City of Lawrence Waste Reduction & Recycling Division
Lawrence Energy Conservation Fair
P.O. Box 708
Lawrence, Kansas 66044

We look forward to having you as a Sponsor and/or Exhibitor at the 2009 Lawrence Energy Conservation Fair. If there are questions, please call (785) 832-3030 or email recycling@ci.lawrence.ks.us.