



**Sponsor & Exhibitor Registration for
Pikes Peak Earth Day 2010!
April 24th, 10am-3pm**

We are seeking a diverse array of sponsors and exhibitors for this year's Earth Day event. Show your products, demo your service, and voice your concern for the planet at Pikes Peak Earth Day 2010. At this, our 5th annual Earth Day event, individuals and families will come together for a free celebration and exhibitor expo in honor of our Earth.

This community-wide event offers Workshops, Children's Activities, Entertainment, Environmental Presentations, Food, Art, and much more. Last year more than 1000 people attended and we expect even more this year. As a sponsor or a exhibitor, your business and your product will have great exposure as earth-conscious people tour the expo and learn about the many earth-friendly businesses and organizations right here in our community. Crowd attracting demonstrations or hands-on opportunities make for the best booths!

This year we will be honoring the 40th Anniversary of Earth Day. In years past, we've showcased resources and ideas. This year we urge our vendors, sponsors and the viewing public to take one more step along our journey to protect and enhance the Earth for future generations.

Pikes Peak Earth Day's Mission Statement
***To celebrate our Earth by enhancing awareness and
inspiring personal and community action toward a sustainable future.***

How does your business or organization fit into the notion of sustainability?
Do you recycle at the office? Do you consolidate your business errands?
Do you encourage alternative transportation methods for your employees?
How is your organization increasing your commitment toward a sustainable future?

**If you support our Mission, please join us as a sponsor or exhibitor at
Pikes Peak Earth Day 2010!**

To apply for Pikes Peak Earth Day 2010 please complete the enclosed form and return it to us with your check. Payment must be received by March 3, 2009.

**NOTE: As an exhibitor, you may sell products ONLY IF you have a sales tax license,
collect city and state taxes, and remit collected taxes to the city and state.**

For more information contact:

Sponsorships - Danika Carter, Coordinator ▪ danika@yourorganiclife.com ▪ 719-313-1883
Exhibitor Info – Dorrie Stewart, Exhibitor Committee Chair ▪ SoldByDorrie@yahoo.com ▪ 719-337-5135
www.PikesPeakEarthDay.org



Pikes Peak Earth Day April 24, 2010

Sponsorship Opportunities

Why should you sponsor Pikes Peak Earth Day 2010?

- *Introduce your business/organization to over 1000 consumers interesting in living green*
- *Sponsorship establishes you as a Green Leader in the Pikes Peak Area*
- *TV, Radio & print news coverage before, during and after the event*
- *Help build the green economy in your own neighborhood*
- *The Green Economy is the only part of the economy that's growing. Be sure to get your part.*
- *Great way to engage with influential consumers who care about protecting the environment*
- *Pikes Peak Earth Day is a fun family event*
- *Sponsors are indispensable partners and we couldn't do this event without you!*
- *Your sponsorship may be tax deductible*

Presenting Title Sponsor: \$3,500+

- Sponsor name included in event title (e.g. **2010 Pikes Peak Earth Day, Presented By Company X**)
- Company logo featured in event flyers distributed to 500+ businesses and individuals
- Company logo featured on website with link to your site
- Company name (and, when appropriate, logo) featured in all paid and nonpaid advertising
- Company logo featured on banners and other event collateral materials
- Public recognition at event
- Free booth at event
- Promotion on our Facebook page and Twitter account

Sustaining Sponsor: Minimum \$1,000

- Stage and entertainment sponsorship recognition on Main Stage
- Company name featured in event flyers distributed to 500+ businesses and individuals
- Company name featured on website with link to your site
- Company name posted on one of the entertainment stages and credited at all introductions
- Company name (and, when appropriate, logo) featured in all paid and nonpaid advertising
- Company logo featured on banners and other event collateral materials
- Free booth at event
- Public recognition at event
- Promotion on our Facebook page and Twitter account

Contributing Sponsor: Minimum \$500

- Workshop sponsorship and recognition
- Company name featured in all paid and nonpaid advertising
- Company name featured on banners and other event collateral materials
- Company name listed on website
- Free booth at event
- Public recognition at event
- Promotion on our Facebook page and Twitter account

Supporting Sponsor: Minimum \$200

- Company name featured on banners and other event collateral materials
- Company name listed on website
- Public recognition at event
- Promotion on our Facebook page and Twitter account



Pikes Peak Earth Day April 24, 2010 Sponsor/Exhibitor Application

Please complete, print clearly and include this form with your payment. *You will not receive a separate invoice. Keep a copy of this form for your records. Application and payment must be received by March 3, 2010 in order to be included in media and printed materials.*

Name of Organization/Business _____
(As it will appear in event materials)
 Contact Name _____ Title _____
 Business Phone _____ Cell Phone _____
 Mailing Address _____
 City _____ State _____ Zip _____
 Email _____ Website _____

Other Contact Information (will not be included in event materials):

Facebook Page _____ Twitter Acct @ _____
 Other Contact Name _____ Title _____
 Other Contact Name: _____
 Other Phone: _____ Cell Phone: _____ Other Email: _____

Sponsor Registration - Please mark the appropriate level with which your donation will fall. If you prefer "in kind" sponsorship, please mark the level within which your donation will fall:

<input type="checkbox"/>	Presenting Sponsor	\$3500+	I would like a free booth	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Sustaining Sponsor	\$1000+	I would like a free booth	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Contributing Sponsor	\$ 500+	I would like a free booth	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Supporting Sponsor	\$ 200+	I would like a booth for an additional fee***	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*** Booth fees for the Supporting Sponsor Level are \$50 for non-profit organizations & \$100 for businesses

Exhibitor Registration - Fees are based on the type of your organization. Please check the appropriate box:

Non-profit organization** \$50
 Business \$100
 I will need electricity # outlets needed _____

**Limited assistance is available for cases of financial hardship

Note: All Booths include one 6' table and two chairs. You are free to use the tabletop as you wish but you are expected to have someone at your booth at all times during the event and to set-up/disassemble on schedule. All Exhibitors must remain set-up for the entire duration of the event. Our goal is to have a zero-waste event and we encourage you to show you are an earth-friendly exhibitor by minimizing handouts and encouraging people to visit your website for information. If you offer giveaways, please make sure they are useful items, rather than items that will end up in the landfill. If you wish to bring any animals to the event you will need to make a special request. Consideration will be given on a case-by-case basis with final approval coming from Colorado College. If you haven't gotten prior approval, you MAY NOT bring animals.

For more information contact:

Sponsorships - Danika Carter, Coordinator ▪ danika@yourorganiclife.com ▪ 719-313-1883
 Exhibitor Info – Dorrie Stewart, Exhibitor Committee Chair ▪ SoldByDorrie@yahoo.com ▪ 719-337-5135
www.PikesPeakEarthDay.org

Help us learn a little more about your organization:

1. Please tell us how your company is environmentally responsible

2. List products or services to be sold/exhibited

Pikes Peak Earth Day reserves the right to determine whether any company, organization or product is eligible for inclusion in the event. Your cancelled check is your notification that your application has been accepted.

We look forward to seeing you at PPED 2010!

I agree to support the Mission of Pikes Peak Earth Day 2010

***To celebrate our Earth by enhancing awareness and
inspiring personal and community action toward a sustainable future.***

How does your business or organization fit into the notion of sustainability?

Do you recycle at the office? Do you consolidate your business errands?

Do you encourage alternative transportation methods for your employees?

How is your organization increasing your commitment toward a sustainable future?

Please make check payable to **Pikes Peak Community Foundation/Pikes Peak Earth Day** and mail with this application to:

Pikes Peak Earth Day
PO Box 38793
Colorado Springs, CO 80937

I HAVE READ THE THREE (3) PAGES OF THIS CONTRACT IN THEIR ENTIRETY AND AGREE TO ABIDE BY ALL OF THE RULES AND REGULATIONS.

Signature: _____ Title _____ Date _____

Print Name _____ Company/Organization _____

For more information contact:

Sponsorships - Danika Carter, Coordinator ▪ danika@yourorganiclife.com ▪ 719-313-1883

Exhibitor Info – Dorrie Stewart, Exhibitor Committee Chair ▪ SoldByDorrie@yahoo.com ▪ 719-337-5135

www.PikesPeakEarthDay.org

RULES & REGULATIONS

The following are the contract terms of the agreement to rent exhibit space from Pikes Peak Earth Day. As an exhibitor, your acceptance of these terms shall constitute a binding agreement. It is agreed that each Exhibitor will abide by and be responsible for the rules and regulations of this agreement.

1. ORGANIZER – The word “Organizer” as used herein shall mean the sponsoring organization, association, venue, fiscal sponsor or its officers, agents or employees acting for it, in the management of the event.
2. ELIGIBLE EXHIBITS – The Organizer reserves the right to determine whether any company or product is eligible for inclusion in the event. This determination may be made at any time before or after the start of the event.
3. LIMITATION OF LIABILITY – The Exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Organizer, its members or agents or employees or the owner of the event premises for loss, theft, damage or destruction of property, or for any injury to Exhibitor or its employees while in the event quarters.
4. SOUND DEVICES – The use of devices for mechanical reproduction of sound or music is subject to the approval of the Organizer and if permitted, must be controlled and must not be projected outside the confines of the exhibit booth.
5. INSURANCE – Although the Organizer will provide basic security at the event, insurance is the responsibility of the Exhibitor and is recommended. Organizer is not responsible for replacement of lost or stolen goods. Exhibitors are responsible for obtaining their own general liability insurance for the event date, including move-in and move-out. Exhibitors will indemnify Organizer and the owners of the event premises for claims/suits arising between Exhibitors and attendees regarding exhibit rental.
6. EXHIBITOR CONDUCT – Exhibitors agree to conduct themselves in a respectful, cooperative manner appropriate to the integrity of the attendees, fellow exhibitors, and show management staff. Exhibitors will not be allowed to assign their own booth space.
7. CHARACTER OF DISPLAY – Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit space. No noisemakers or anything not in keeping with the character and high standards of Organizer may be distributed or utilized by an Exhibitor in the event premises.
8. EXHIBITOR LOGISTICS – An Exhibitor Information Form containing detailed information will be e-mailed to each Exhibitor in ample time for advance planning. The Form will contain information regarding directions to event site, parking, exhibit hours, power needs, etc. Exhibitors must abide by the rules outlined in the Exhibitor Form.
9. SET-UP – Set-up times are from 8am to 9:15am on Saturday, the morning of the event. At that time, all exhibits must be fully installed. Public hours of the event are from 10am to 3pm Saturday. Dismantling will begin at 3pm on Saturday, at the closing of the show. Exhibitor set-up will not be permitted unless Organizer has received signed contract and all fees are paid.
10. SECURITY – Neither the Organizer, Organizer Management, nor the owners of the exhibit premise will assume any responsibility for an Exhibitor’s personal property. It is suggested that the Exhibitor insure their property against loss and theft.
11. FIRE & SAFETY – All federal, state, and city regulations pertaining to fire and safety must be adhered to. The following types of materials are considered acceptable for table decoration: wood, noncombustible materials as defined by Building Codes, and flame retardant treated materials and decorations. The following exhibits will require special approval, fire permits and/or fire extinguisher in booth: exhibits with canopies, umbrellas, or other horizontal extension that impedes sprinkler systems, and all exhibits having an open flame (ie: lamps or candles). Any exhibit employing flammable liquid, compressed combustible gas or highly combustible or explosive material is prohibited. Any electrical wiring have adequate insulation to prevent electrical shock. Additionally, all cords must be grounded and be UL approved.
12. BOOTH RELOCATION – Event management reserves the right to relocate exhibitors in comparable spaces other than those originally assigned if it is deemed advisable and necessary and in the best interest of the event.
13. ACTS OF GOD, FIRES, STRIKES, ETC – In the event that any outside cause, such as war, fire, strike or other emergency, prevents Pikes Peak Earth Day from being held, the Event Management may retain Exhibitor’s payments for expense compensation.
14. COMPLIANCE WITH LAWS/STANDARDS – Any Exhibitor giving away food in their booth is responsible for all Health Department permits, rules, regulations, etc. Exhibitors are responsible for meeting all city/state resale licensing requirements. Exhibitors must comply with all venue house rules when and where applicable. In order to comply with the Colorado Indoor Clean Air Act, smoking is not permitted in the building nor within 15 feet of the main entrance. By law, individuals are not allowed to bring alcoholic beverages, which were purchased off premises, onto the venue property.
15. PARKING – No parking in loading dock areas or any other location posted “No Parking” will be strictly enforced. Unauthorized or unattended vehicles will be removed at owner’s expense. Street parking will be available as permitted by city ordinance.
16. CANCELLATION – In the event of an Exhibitor cancellation 50% will be refunded before April 1, 2010.
17. FAILURE TO COMPLY – Organizer and venue retain the right to close any exhibit which fails to comply with these policies. Any questions or issues that are not covered in this contract shall be subject solely to the decision of the Organizer.
18. LEAVE NO TRACE POLICY – Exhibitors are responsible for leaving their booth space clean and free of trash or other materials.

******Organizer reserves the right to change any of the above Rules and Regulations as deemed necessary and in the best interest of the event.**

For more information contact:

Sponsorships - Danika Carter, Coordinator ▪ danika@yourorganiclife.com ▪ 719-313-1883
Exhibitor Info – Dorrie Stewart, Exhibitor Committee Chair ▪ SoldByDorrie@yahoo.com ▪ 719-337-5135
www.PikesPeakEarthDay.org