

SPACE COAST VEG FEST and ENVIRONMENTAL EDUCATION EVENT.

November 19th, 2017 in Riverfront park, Cocoa Village.

**Organized by Healthy Planet of Brevard to promote and share information on
Healthy Living: for ourselves, for animals and for our planet.**

VENDOR INFORMATION SHEET

- Please read and abide by the following information to ensure the success of the event. And please make sure that your staff/volunteers read this sheet as well. We appreciate your cooperation :)
- Please promote the event to the best of your ability. Posters/flyers, email lists, websites, Facebook pages, Twitter, etc. are all great ways of reaching the public. We get a tremendous amount of publicity for the event through the media, but every bit helps.
- Sometimes we have unpredictable weather in Florida. Short of a hurricane, the event will proceed. Let's hope for great weather!
- There are access roads on the East and West sides of Riverfront Park for unloading and loading. Limited driving is allowed on the grassy areas. Lee Wenner park is the recommended parking area for vendors and volunteers.
- Please place Space Coast Veg Fest Info Guides / Programs at your booth and encourage attendees to take them. A Veg Fest volunteer will distribute them to you at the beginning of the event and replenish them throughout the day.
- If you registered for a tent space, you must bring your own tent. You will be in a location that requires a tent. *Tents should be no bigger than 10' x 10' (larger tents need special advance permission from the city).
- You may arrange your booth space as you see fit. You may place signs, products, etc. just outside your tent within reason as long as it does not block pathways, views, etc. If you registered for a table space, you must bring your own 4-8' table and not set up a tent. The only exception is if it is raining and you have brought a tent just in case for that purpose. You may set up a free-standing umbrella.
- We do not provide tents, tables, chairs, etc. to vendors except in exceptional circumstances (e.g., certain sponsors/vendors coming from out of town) determined well in advance of the event. You must provide everything you need for your booth. If you have a tent space, please bring a fire extinguisher if you have one. All tables at a booth should be covered by a tablecloth.
- Stakes larger than a real-estate type sign may not be used at the park. Weights are acceptable. Bring rocks or other heavy items to hold down paper at your booth.

- All vendors must have a banner or sign identifying themselves. If you are selling anything, make sure that you have good signage with prices.
- Nonprofits have a tremendous opportunity to seek donations at their booth. Take advantage of it!
- If your booth will be creating a significant amount of recyclables/trash, please bring the appropriate receptacle. Please keep the area around your booth clean and neat during and after the event. We want to leave the park looking better than when we arrived. Please minimize the amount of waste you create as much as possible. Animal rescue groups should make sure to clean up after their animals. Everyone should keep an eye out for the animals of attendees leaving a mess.
- Please do not surprise us with any significant changes to your registration. You never know how such changes may affect other vendors or the event as a whole.
- If you are using electricity, you may need to limit its use and/or share with other nearby vendors. Many vendors (especially food vendors) use electricity from the limited outlets at the park.
- Please do not play music at your location unless you are certain that the sound does not disturb your neighbors. If you are playing music and the organizers ask you to discontinue it, please respect their request, and do so with no questions asked.
- Please keep in mind the green nature of the event. You should not have eco-unfriendly items (like balloons) at your booth. **Where possible please use paper or recyclable plastic food service items. Do not use styrofoam containers under any circumstances.**
- Please help your neighbors set up tents, tables, etc., and/or carry items to their booth space if they need it. We will have volunteers assisting vendors as well.
- Vendors may not sell or give away water to attendees (except for vendors for whom water is their primary business). We will have plenty of clean water on hand. HPOB is selling reusable water bottles,. Vendors may either buy these bottles or bring their own containers to get free water at the booth at HPOB Central.
- We would appreciate if food vendors allowed our volunteers (with "Volunteer Pass" ID) to bypass the regular lines so that they can return to duty as soon as possible.
- Please respect that this is a vegan event. If you bring food/drink to the event for yourself or your volunteers, it should be vegan. Better yet, please support the awesome food vendors at the event.
- This is absolutely a non-smoking event. If you see someone smoking, you may inform them of this and ask them to stop if you wish. Or you may notify one of our volunteers / organizers and they will do so.
- The event ends at 5:00 p.m. Please keep your booth active until then. Leaving early negatively affects the event as a whole, and encourages others to leave early.

Thanks for participating in the 2017 Space Coast Veg Fest! We look forward to a great event!