



## Vendor Partner Guidelines

Duluth's first EcoFest will bring together the community on Earth Day to celebrate, connect, engage, and inspire. Ecolibrium3's mission is to lead and inspire change towards a sustainable and equitable future, and we desire for our partnerships and events to reflect this mission. The goals of the 2023 Duluth EcoFest are:

- Celebrate our planet on Earth Day, Saturday, April 22, 2023.
- Create opportunities for connection and engagement in our community.
- Increase awareness of sustainable efforts in Duluth, MN by highlighting and showcasing what "living sustainability" means and can look like through interactive and educational activities.
- Inspire and encourage folks to take action no matter where they are in their sustainability journey.

Join us as a vendor partner at the 2023 Duluth EcoFest! As a vendor partner at the 2023 Duluth EcoFest we ask you to:

1. Review and abide by the 2023 Duluth EcoFest Vendor Partner Guidelines.
2. Commit to creating a welcoming, inclusive, and accessible place for community members to gather and celebrate Earth Day.
3. Be present at your table from 11 AM - 3 PM the day of the event. Ensure to plan for additional set up and clean up time.

If you agree to the above, please fill out our application by **Thursday, April 6 at 4:00 PM**. You will receive a payment invoice post-acceptance as a vendor. Payment must be submitted no later than **Wednesday, April 12th by 4:00 PM** unless otherwise arranged.

**Questions?** Please reach out to:

Mackenzie Foley: [mackenzie@ecolibrium3.org](mailto:mackenzie@ecolibrium3.org) - (218) 336-1038 [primary contact]

Patrick Weber: [patrick@ecolibrium3.org](mailto:patrick@ecolibrium3.org) - (218) 336-1038 [secondary contact]

## **General Event Information:**

### **EcoFest Event Details**

- Date: Earth Day, Saturday, April 22, 2023
- Hours: 11:00 am - 3:00 pm with set up and tear down time
  - Vendor partners are required to stay open during the hours the event is open to the public.
  - Set up time starts the day of the event at 10:00 am and vendors must be ready to go by 10:45 am.
  - Clean up will start at 3:00 pm and vendors must have their space cleaned by 4:00 pm.
  - \*We recognize that this event occurs during lunch hours. Clyde's restaurant will be open for purchase otherwise we will have a lunch space available exclusively for vendor partners.
- Venue: Clyde Ironworks, 2920 W Michigan St, Duluth, MN 55806
  - For more information about the venue, check out:  
<https://clydeironworks.com/>
  - This will be an indoor event.
  - Restrooms are located in the main event room. Additionally there is one restroom in the hallway and one upstairs.
- Parking
  - A large parking lot is available for both vendor partners and event attendees. ADA parking spots are available. You are welcome to park close to the doors when loading/unloading materials, but please park in the far end of the lot during the event to allow attendees access who may need to park closer to the event center.

## **Space Specifics and Provisions**

### **What will be provided for you:**

- 1 - approximate 10'x6' space for display staging
- 1 - 6 or 8 foot rectangular table and linen tablecloth
  - If you have a preference please state it in the vendor application.
- 2 chairs per space
- Free WIFI

### **What you will need to provide:**

- Staffing for space
- Interactive display materials. Please bring any other materials you will need for your design, space set-up, and/or activity.
- Additional materials. You may choose to bring your chairs, electrical materials and hook ups, makeshift walls, and other equipment as long as it fits within the space dimensions listed above and complies with all guidelines outlined in this document. Please note this in the vendor application if you plan to bring your own equipment.
- Payment for vendor fee

### **Space add ons:**

- Additional space. You may purchase up to one additional space at cost. Please note this preference in the vendor partner application. We will do our best to accommodate, but will prioritize each vendor getting at least one space first. We will confirm no later than April 10th if we are able to accommodate an additional space.
- Electricity. We encourage displays that do not require power; however, if your display requires electricity please note it in your vendor application. Access to electricity is limited and will cost an additional \$20. Vendors must provide necessary hook ups (e.g. power bars and/or extension cords). Mats to cover exposed extension cords will be provided by the venue to ensure participants can safely navigate the venue. \*\*Tape is not allowed
- Any other needs can be communicated in the vendor partner application.

### **Venue Space Management**

- Stewardship of space. All display items must be temporary, removable, and non-invasive. There is no tape, drilling, gluing, nailing, etc. allowed in/on venue floors or walls.
- Storage. All items must be stored inside your space or disposed of in accordance the low-waste event guidelines.
- All vendor partners must review the [Accessibility Check List for Special Events](#) and comply with these guidelines.
- Selling or Providing Food. No food is allowed to be sold or provided that conflicts with Clyde's food and beverage operations. Therefore any food that is meant to be consumed on site is not permitted. Exceptions such as healthy giveaway snacks for children can be made, but must be discussed with Ecolibrium3.
- Selling Merchandise. Selling merchandise or items is allowed. However, we ask that you keep the goals of the event in mind: educate, engage, connect, celebrate, and inspire. The primary focus of your space should not be turning a profit, but should

contribute to these goals. Items for sale must compliment your educational activity or engagement strategy and align with the mission of the event. It is the vendor's responsibility to ensure compliance with local, state, and federal laws and guidelines. If you have questions, please reach out.

- **Waste Management.** Trash, recycling, and composting bins will be available at the event. We encourage vendor partners to join the efforts in diverting waste from the landfill and preventing contamination of the waste streams.
- **Publicity and Media Coverage.** This is a public event that will have media and public promotion. You and your organization may be featured in photos, videos, publications, etc.

### **EcoFest Vendor Partner Expectations and Encouragements**

We are excited to host this event with vendor partners, and share our vision with you. There are a number of approaches we are encouraging vendor partners to take for their space including, but not limited to, being interactive, engaging, celebratory, family forward, age-friendly, low waste, welcoming, inclusive, and accessible. We are not experts in all of these areas, but invite you into conversation if you have ideas or would like to brainstorm ideas on how to make your space and this event as mission and goal centered as possible. Here is how we are defining and encouraging development in these areas:

#### **Engaging Our Audience**

We urge vendors to explore imaginative and interactive ways of captivating EcoFest attendees. We welcome interactive exhibits, demonstrations, and other captivating activities. If you have any upcoming training sessions, workshops, or volunteer opportunities that foster a connection between people and the environment, we invite you to showcase them at your space.

#### **Family Forward and Age-Friendly Approach**

We have chosen a Family Forward and Age-Friendly approach for this event. We do not have a kids' zone for this event, but encourage vendors to design their spaces with an intergenerational audience in mind. Family Forward means that there are activities that engage all members of a family, regardless of age, to promote cross generational communication. We are asking each vendor partner to keep these approaches in mind while designing their space and activities.

#### **Inclusive, Accessible, and Welcoming Environment**

We strive to make this a welcoming environment for everyone including making spaces inclusive and accessible. All vendor partners must review the [Accessibility Check List for](#)

[Special Events](#) and comply with these guidelines. For more information, please contact the Duluth Human Rights Office at 218-730-5630 or [humanrights@duluth.mn.gov](mailto:humanrights@duluth.mn.gov).

### **Commitment to Low-Waste**

We encourage means of waste prevention, reduction, and proper management throughout the event. Waste prevention is the main objective, followed by reduction through the use of reusables, and finally proper waste management through recycling and composting. Here are some ideas:

- Keep giveaways and take-homes to the bare necessities, and opt for experiences instead.
- If you do giveaway products, make sure they are lasting, reusable, and come with as little packing as possible.
- If the giveaways have to be individually wrapped, use paper or cardboard packaging that can be recycled. Inform attendees of the correct method of disposal.
- Where possible, try to get used items that incorporate recycled materials.
- Utilize recycling, composting, and landfill bins correctly.

Contact Western Lake Superior Sanitary District (WLSSD) for help in planning recyclable and/or compostable materials that are accepted at the WLSSD facilities. Call (218) 722-0761 or email [info@wlssd.com](mailto:info@wlssd.com) for more information.

### **Application and Payment**

Step 1: Submit your 2023 Duluth EcoFest Vendor Partner Application by 4:00 PM Thursday, April 6th.

Step 2: We will review your application and follow up within a week. Once approved, we will send you an invoice or payment form.

Step 3: Please submit payment by 4:00 PM Wednesday, April 12th unless otherwise discussed.

### **Payment structure**

Vendor Partner fees are based on entity type.

- Sponsor: 1 complimentary space included with sponsorship.
- Governmental entity or Businesses: \$150
- Nonprofits and Community Groups: \$75

#### Add-on fee structure

- Additional Government or business space \$150
- Additional Nonprofit or Community Space \$75
- Electricity \$20

#### Payment Barriers or Concerns

We want to ensure this event is accessible financially to organizations in our community working on sustainability, while simultaneously ensuring Ecolibrium3 is able to cover the cost of hosting EcoFest. If the event fee is a barrier to participation in any way, please contact Mackenzie at [mackenzie@ecolibrium3.org](mailto:mackenzie@ecolibrium3.org) or 218-336-1038.

#### Communication

As the applicant, you will be notified of your application decision as a participating vendor partner within a week of Ecolibrium3 receiving your application. On your application you will be asked who will be staffing your space the day of the event. This person will be added to future communications regarding vendor partner event details.

#### Cancellations

You may cancel up until a week and a half before the event (Wednesday, April 12th) and receive a full refund. After the cancellation deadline, you will not receive a refund.

#### Participation and Reimbursements

Participation in EcoFest as a vendor partner is at the discretion of Ecolibrium3. If Ecolibrium3 determines your organization or space focus is not the right fit for the Duluth EcoFest, you will be notified no later than Monday, April 10th.

### **Liabilities and Insurance**

Vendor Partners are liable for their spaces at the event and any insurance coverage. Ecolibrium3 is not liable for any damages or injury during EcoFest.

All vendors must comply with Federal, State of Minnesota, and local licenses and codes.

### **Questions**

Please reach out to:

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