



## Vendor Guidelines

Welcome prospective vendors! Join us for the 2024 Duluth EcoFest and Green Jobs Fair, hosted by Ecolibrium3. This event aims to foster learning and connection within the community. We invite you to showcase your organization's sustainability efforts through interactive and educational activities. Please review the guidelines below prior to registration to ensure alignment with EcoFest's mission.

**Questions?** Please reach out to Angela Johnson: [angela@ecolibrum3.org](mailto:angela@ecolibrum3.org) - 218-464-6448

### Event Details:

- **Date:** Saturday, April 20, 2024
- **Hours:** 10:00 a.m. - 3:00 p.m. (set up from 9:00 a.m., clean up by 4:00 p.m.). Please plan to staff your table through the entire event.
- **Venue:** Clyde Iron Works, 2920 W Michigan St, Duluth, MN 55806
- **Format:** Indoor event with some outdoor presentation space available
- **Registration:** Early Bird discount if registered prior to March 31. Table prices will go up April 1 with registration closing April 10.
- **Parking:** Ample parking available, including ADA spots. Please park in the far end of the lot during the event. You are welcome to park close to the doors while loading/unloading materials.

### What Makes a Great EcoFest Table:

- **Encourage interactive, engaging, and celebratory experiences.** We encourage 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.
- **Aim for a family-friendly and age-inclusive approach.** Activities should be able to engage all members of a family, regardless of age, to promote cross generational communication.
- **Ensure an inclusive, accessible, and welcoming environment.** Please ensure that any brochures or handouts are placed near the front of exhibit tables to be easily accessible and that font sizes are an appropriate size.\* For more information, please contact the Duluth Human Rights Office at 218-730-5630 or [humanrights@duluth.mn.gov](mailto:humanrights@duluth.mn.gov).
- **Green Jobs Tables:** Focus on creating tangible results for employers and job seekers. We welcome creative engagement from employers and educators to inspire those about to enter the workforce to choose green pathways.

### Space Specifics and Provisions:

- **Provided:** Approximate 10'x6' space, 6' or 8' table with tablecloth, 2 chairs per space, and free Wi-Fi. Clyde will have food options available for purchase as well as break/charging space available exclusively for vendors.
- **Required by vendors:** Staffing, interactive display materials, and additional necessary items. You may choose to bring your chairs and other equipment as long as it fits within the space dimensions listed above and complies with all guidelines outlined in this document. For more information, see the last page of this document. Please note this in

the vendor registration if you plan to bring your own equipment. Green Jobs recruiters please bring current job listing and requirements.

- **Add-ons:** Purchase additional space or electricity access during registration.\*
- This is a public event that will have media and public promotion. You and your organization may be featured in photos, videos, publications, etc.

**Venue Space Management:**

- Display items must be temporary and non-invasive.
- This is a low-waste event. Please keep giveaways to the bare necessities and ensure any take-homes are recyclable or reusable. Trash, recycling, and composting bins will be provided.\*
- All items must be stored inside your space.
- No selling or providing food conflicting with venue operations. Sale of any food that is meant to be consumed on site is not permitted.
- Selling merchandise is allowed but should not be the main objective of participation. Items for sale must complement 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.

**Payment Structure:**

- Vendor fees vary based on entity type and registration date (Sponsors receive complimentary space as part of their sponsorship package).
- Early bird discount available until March 31.
- Payment barriers? Contact Angela at [angela@ecolibrum3.org](mailto:angela@ecolibrum3.org)

Early Bird Discount until March 31		Registration April 1-10	
Governmental Entity or Business	Nonprofit or Community Organization	Governmental Entity or Business	Nonprofit or Community Organization
\$150	\$75	\$175	\$100

**Communication:**

- During registration you will be asked to provide staff details for future communications and event details.
- An automatic confirmation and receipt will be sent after registration is complete.

**Cancellations and Reimbursements:**

- Full refund available until April 10; after this date, no refunds.
- Participation at Ecolibrum3's discretion. If Ecolibrum3 determines your space focus is not the right fit for the event, **you will be notified no later than April 12.**

**Liabilities and Insurance:**

- Vendors responsible for space and insurance coverage. Ecolibrum3 is not liable for any damages or injury during EcoFest.
- Compliance with federal, state, and local regulations required

**We look forward to your participation in making the 2024 Duluth EcoFest a success!**

### Additional Information:

#### \*Space Add Ons:

- Additional space. You may purchase up to one additional space at cost during registration. 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 12 if we cannot accommodate an additional space.
- Electricity. We encourage displays that do not require power; however, if your display requires electricity you may add access in your vendor registration for an additional \$20 per location (access to electricity will be limited). 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.

#### \*Waste Management:

- Please 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.
- 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.

#### \*Health and Accessibility:

- We will follow CDC guidance for St. Louis County. However, in order to protect those who are immunocompromised, we ask volunteers to not attend if they suspect they may have been exposed to COVID-19, and to respect those who choose to wear a mask.
- Ecolibrium3 will have a basic first aid kit on hand during the event. Please plan for the needs of your staff.
- Consider providing large print materials whenever possible. 18 point font is generally considered the smallest size that qualifies as large print.
- When creating your tabling activities, do your best to consider different viewpoints and ways of interacting with the information. For example, ensuring visitors can hear or see the information at your table, using both graphics and text to express ideas, and having games that can be enjoyed by all ages.