

April 3, 2019

### **Hello Earth Day Vendors!**

We are excited you are participating in the 2018 Texoma Earth Day Festival. This is our 10<sup>th</sup> annual festival. In addition to vendors, we have a lot going on. Here are a few details in case people visiting your booth have question.

1. Our first ever community wide Swap Meet, Children's Activities, and Recycled Sculpture Show are in the Municipal Ballroom
2. The Friends of the Sherman Public Library used book sale is the newly remodeled Library
3. Recycling is on Rusk street adjacent to the Municipal Building. The Sherman Noon Lions Club is taking eyeglasses and sunglasses at their booth on the grounds.
4. Pet adoptions are on Rusk Street near the food vendors.
5. All the entertainment is on or in front of the Gazebo.
6. The Information booth is in the Classic of Texoma tents. We are also hosting a computer station where attendees can explore Earth 911 for recycling options and Sherman residents can opt in to the recycling program.

### **Parking:**

We are closing 2 streets this festival – South Rusk between Mulberry and Pecan and West Pecan between Rusk and Mulberry. Rusk Street will not be available for vendor set up. Vendors may use Pecan Street for drop off but must move their cars after unloading to make room for others.

You may use Elm and Pecan Streets for set up. Please plan to unload and move your vehicle before you set up your booth.

### **Vendor Spaces:**

Please study the map carefully. If you want to come out to the grounds late Friday afternoon to locate your space, please do. We should be on site during the early afternoon. Some vendors will set up their canopies and leave them shortened overnight. We do not have overnight security, but we also have never had problems leaving tents overnight. We will be on site for set up by 6:30 Saturday morning.

### **Festival Hours:**

The festival hours are 9:00 am to 4:00 pm. Please plan to be completely set up by 9:00 and stay open for business the entire time. We don't want late comers to feel they have missed everything. Do not break down before 4:00 unless the weather becomes too threatening. Vendors who leave early won't be invited back.

### **General Housekeeping:**

No Styrofoam food containers are allowed. We are not providing water bottles and iced water at the information booth this year, so food vendors may sell water at their booths. Any vendors who give away drinking water should provide a recycle can or box for the empty bottles. Sherman accepts plastics #1 and #2, the caps are not recyclable.

We are giving away cloth shopping bags at the information booth. Local businesses and organizations have purchased advertising space on the bottles and bags, and we want to support their investment.

The blue roll off containers are for recycling. Please use them and encourage your customers to recycle as well. Make sure to break down any boxes to leave room for everyone else. This is a no smoking event.

No hooved animals are allowed on the grounds, others must be on leashes. No exotic animals are allowed.

Please let me know immediately if you have any questions.

Thanks, Amy