



2018 Earth Day Indiana Festival Exhibitor Information

(Updated April 6, 2018)

WHEN AND WHERE

The Earth Day Indiana Festival will be held rain or shine on Saturday, April 21, 2018, from 11:00 a.m. to 4:00 p.m. in Historic Military Park, 601 W. New York St., Indianapolis, IN 46202. Admission is free.

SETUP

Exhibitors should arrive between 8:00 a.m. and 10:00 a.m. to set up for the event. Exhibitors in the Kid's Tent, Tent A (booths 1-64), and Tent B (booths 65-84) are asked to unload between 8:00-9:00 a.m. Exhibitors in Tent C (booths 85-116) and Tent D (booths 117-148) are asked to unload between 9:00-10:00 a.m. It is important to arrive in your designated time slot, as we have over 125 exhibitors unloading in a two-hour period. If everyone arrives at the same time, unloading will be difficult.

Unloading procedures will go more smoothly if you read this section. Unloading will take place in the south-most lane of New York Street. The unloading lane is the eastbound lane of New York Street that is closest to Military Park. This lane will be closed to other traffic during festival unloading and loading times. Police should have a barricade and cones to direct exhibitor traffic into the closed lane. Therefore, to access the unloading lane you will need to be driving east on New York Street. You will be greeted by volunteers who will check you in, give you your parking pass(es), if applicable, and remind you of your booth assignment. Volunteers will help you unload any booth items and they will transport them to your booth while you park your car. You will be able to set up your exhibits after you have parked your vehicle. Volunteers will be stationed in tents to ensure that booth items remain within the tent while you are parking your car.

Once unloaded, the best route to the IUPUI parking lots is to safely turn left/north on West Street, drive one block to Michigan Street, turn left/west onto Michigan Street, and then turn left/south onto California or Blackford streets to access an IUPUI surface parking lot (see map). **If you purchased parking passes, they began being mailed the first week of April.**

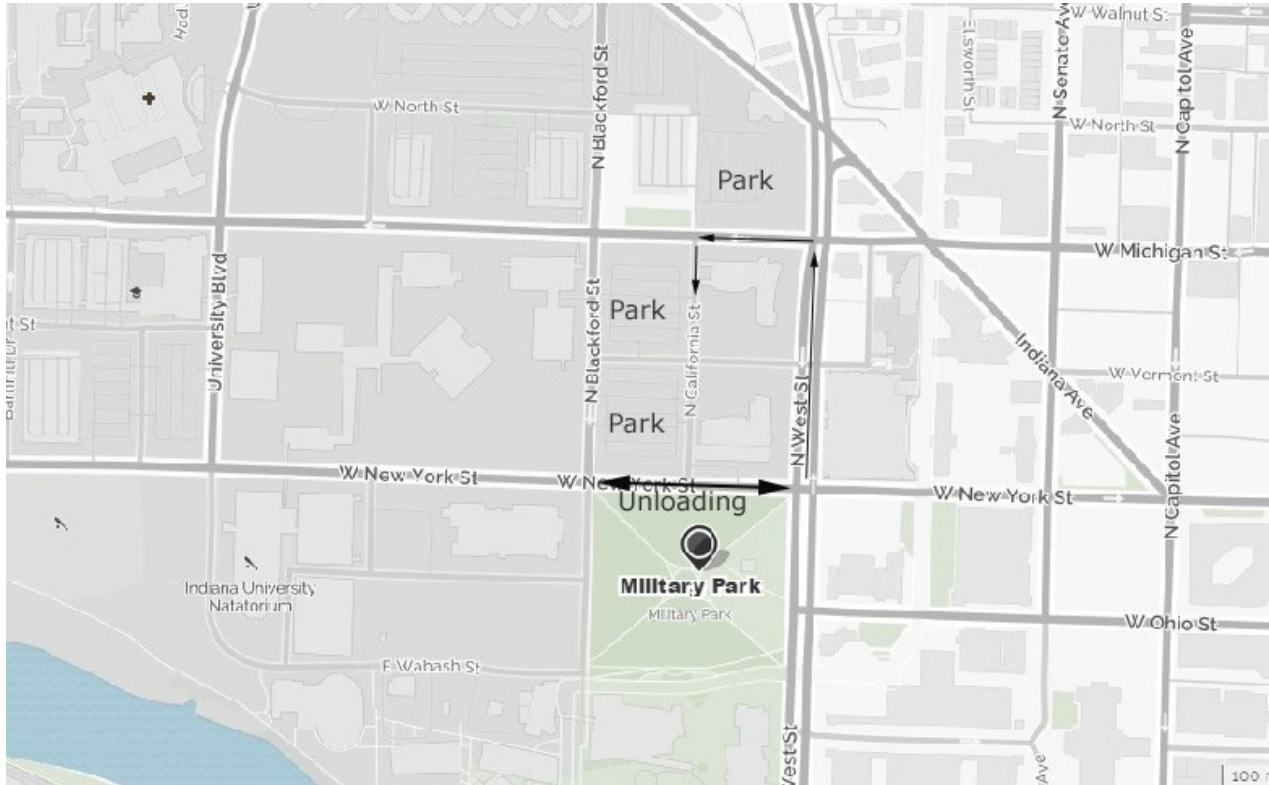
If your booth display contains especially heavy, large, or fragile items, you may be allowed to drive into the park for unloading. Please let the check-in volunteers know if you have a need to enter the park to unload. If permitted, you will need to enter at West and Ohio streets where there is a curb cut. Pull forward onto the gravel patch. A volunteer will give you directions on how to proceed to your tent. Once unloaded, please return the same route. Exhibitors permitted to enter the park by vehicle will be the exception. If you think you will need to be close to your booth to unload, it would be appreciated if you emailed Don Gorney at don@earthdayindiana.org before April 21 to let him know.

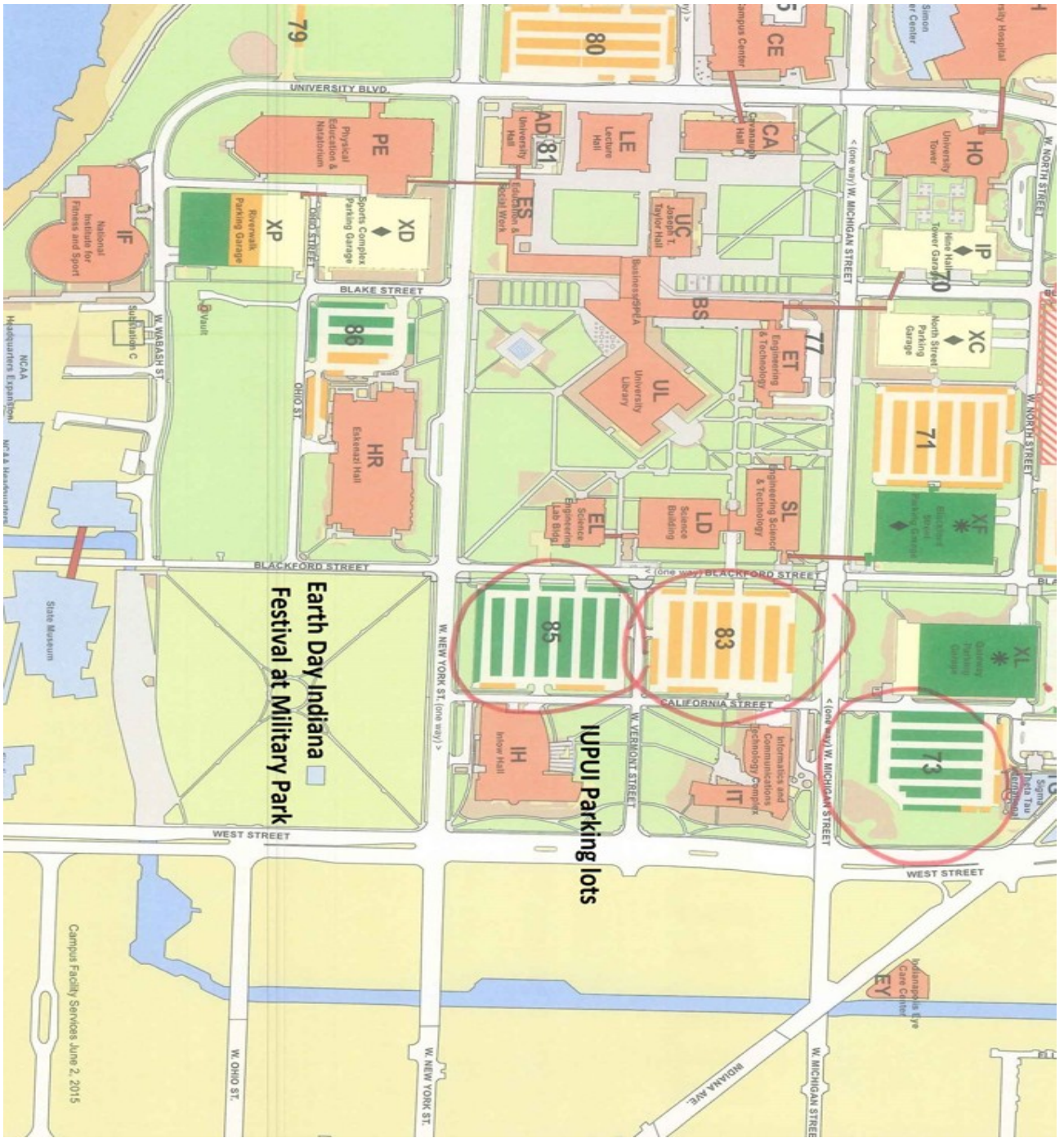
If you are able to carry or transport your booth display items by yourself, you can park at IUPUI and enter the park without the need to check-in as described above.

PARKING

Parking is at Indiana University-Purdue University at Indianapolis (IUPUI). Surface lots 73, 83, and 85 at IUPUI (see map) are the most convenient. IUPUI will reportedly not be staffing the lots on festival day so you risk getting a ticket if you do not display a parking pass purchased through Earth Day Indiana.

If you requested and paid for parking passes, they began being mailed on April 2. For anyone who pays after April 12, your passes will be available at festival check-in along New York Street.





EXHIBITOR BOOTHS

A standard booth space is approximately 10' long by 10' deep. All exhibitor booths are under the large festival-provided tents. Please do not bring your own tent, as it will not be allowed. Booth locations were determined by a process including a balanced mix of exhibitor types in each tent, taking into consideration requests by vendors who want to be near each other, and those who have accessibility needs. Festival activities have been staged in a way to distribute people traffic throughout the park. A copy of the booth layout along with an alphabetical listing of exhibitors is included in this document at the end. The alphabetical listing is how you will be listed in the festival guide unless you contact Don Gorney at don@eathdayindiana.org with a correction.

Please be sure to keep your activities in your booth area, so that all exhibitors and festival visitors can equally enjoy the common areas.

If you rented a table, the tables are 8' long by 30" wide. They do not include table skirts, so please bring your own if you desire one. If you rented tables and chairs, they will be in your booth space when you arrive. Electrical outlets will be available for those who requested and paid for them. Please bring your own power strip/extension cord to connect to the electrical outlet. If you did not order tables, chairs, or electricity, we will not be able to provide them on the day of the festival.

The park does not have Wi-Fi, so if you need an internet connection for sales or donations, we suggest that you use a phone or tablet that already has a built-in internet connection. You are also welcome to set up a mobile Wi-Fi device.

You are welcome to sell items at your booth. You are responsible for collecting any required sales tax.

FOOD AND BEVERAGE SAMPLING

If you will be offering food or beverage samples, you may need a license from the Marion County Health Department. You are responsible for applying for this license and paying the associated fee, as well as following all health code requirements. If you have questions about the requirements for food/beverage sampling, please contact Kelli Whiting, Coordinator of Temporary Events at (317) 221-2256 or kwhiting@hhcorp.org.

POST-FESTIVAL LOAD-OUT

Loading vehicles at the event's end will follow a similar process to the morning. Beginning at 4 p.m. you can retrieve your vehicle and line up in the far south lane of New York Street to load your booth material. Volunteers will be on hand to assist. If you need to pull into the park to load your vehicle, please do so at the Ohio and West Street intersection where there is a curb cut. After entering the park, you will be directed to drive the park's perimeter in a counter-clockwise direction to reach an area near your tent. Teams of volunteers will assist you with loading your items into your vehicle.

A few volunteers will have utility carts and can drive exhibitors and booth items to their vehicles if parked at IUPUI. This will be on a first-come, first-served schedule beginning at 4 p.m.

If you have cardboard boxes to dispose of, please break them down and leave them in your tents. Volunteers will take them to the recycling dumpster for you.

WEATHER, SECURITY AND EMERGENCY CONDITIONS

The festival is held rain or shine. In warm and dry weather with light winds, there will not be sides to the tents. If rainy, cold, or gusty, the tent will have side walls. All exhibitor spaces are under a tent. In case of rain, you may want to bring a tarp or other water-resistant barrier if you plan to place items on the ground. You also may want to bring rain gear if there is a chance of rain, so that you can keep dry walking between your vehicle and your booth.

If emergency weather conditions or other safety concerns require that the festival be evacuated, we will follow the Emergency Action Plan (included below), after consulting with our on-site police officers. Police officers will be on-site at the festival to provide security. If you see anything that you believe needs their attention, please speak with them directly or ask festival staff to do so.

An EMT will be stationed at the Earth Day Indiana headquarters tent for any medical needs.

MISCELLANEOUS INFORMATION

Smoking is not permitted on the festival grounds.

An ATM will be located near the food vendors.

PROMOTE THE FESTIVAL

Please help us promote the Earth Day Indiana Festival and your involvement in the event through social media and emails. We will be using the tag **#EarthDayIN** this year on social media, so be sure to include this in your tweets and posts to link us all together!

Web site: www.earthdayindiana.org

Facebook: <https://www.facebook.com/earthday.indiana>

Twitter: @earthdayindiana

QUESTIONS

Please contact us at don@earthdayindiana.org or (317) 721-6526 with any questions in advance of the festival. During the festival, you can visit the Earth Day Indiana headquarters tent in the middle of the park or ask questions of a lead volunteer who will be wearing a radio headset.



Earth Day Indiana Festival 2018 Emergency Action Plan

I. Purpose

The purpose of this Emergency Action Plan (EAP) is to protect event attendees, exhibitors, vendors, volunteers, and all others at the festival from serious injury, property loss, or loss of life in the event of an emergency. An emergency includes, but is not limited to, any one (1) of the following: fire, tornado, lightning, high winds, violence, or security concerns.

In the event of any disaster listed, this EAP describes the responsibilities and actions to be taken to protect all festival attendees and participants.

II. General Procedures

The Earth Day Indiana Festival is held rain or shine. The festival may be delayed, interrupted, or cancelled in the event of a major disaster or emergency or potentially dangerous weather such as lightning and high winds.

Decisions to delay, interrupt, or cancel the event will be made by the Executive Director, in consultation with police and other emergency services personnel.

All staff, volunteers, exhibitors, and vendors will be advised of safety protocols prior to the event through the distribution of this documentation. The safety of the spectators and event participants is a vital concern of Earth Day Indiana.

III. Forecast Monitoring

The Earth Day Indiana Executive Director will monitor the weather forecasts for Indianapolis and Marion County in advance of the festival. In addition, the weather forecast will be monitored throughout the day by the Executive Director and designated volunteers.

IV. Suspension of Event Schedule; Evacuation of Event Site

Decisions to delay, interrupt, or cancel the event will be made by the Executive Director, in consultation with police and other emergency services personnel.

If severe inclement weather is observed on the satellite radar systems and such severe weather is approaching within 20 to 30 minutes of the event site or if the severe weather pattern is clearly discernible, all activity will be suspended and the event site will be evacuated until the concerning weather/activity has passed. The decisions to evacuate, and to resume the event, will be made by the Executive Director in consultation with on-site security (IMPD). On-site security (IMPD) will facilitate evacuation from the area. The primary evacuation site will be the Indiana Historical Museum located on the northeast corner of Ohio St. and West St. directly east of Historic Military Park.

The decision to evacuate the event site will be communicated as follows:

- Notifications will be made from the Music Stage and Children's Tent Stage.
- Event personnel/volunteers will canvas the event area to advise the evacuation order and direct to evacuation sites.

The decision to resume event activities will be communicated as follows:

- Announcements made to persons gathered at the evacuation site at the Indiana Historical Museum
- Notifications posted to Earth Day Indiana social media (i.e. Facebook and Twitter)

V. Suspicious Objects or Behavior

The safety and security of event attendees and participants is our highest priority. We will emphasize the importance of reporting suspicious activity to the proper law enforcement authorities. We will remind our staff, volunteers, exhibitors, and other participants to monitor the immediate area for suspicious objects or behavior. By being observant we minimize the chance of danger and help to keep people safe.

Suspicious behavior, packages, bags and/or vehicles will be immediately reported to on-site security (IMPD). Suspicious behavior includes any unusual or out-of-place activity.

Suspicious packages, bags, or vehicle include packages or bags placed in a discreet location or other obscured area, or unauthorized vehicles parked close to buildings, tents, bridges, or other structures.

VI. Emergency Medical Services

To respond quickly to routine individual health concerns, accidents, or injuries an Emergency Medical Technician, or an equivalent position such as a Registered Nurse, will be hired for the duration of the festival. The person will be stationed in the Earth Day Indiana tent along with a first aid kit.

For non-routine health emergencies, the Executive Director or a police officer will call 911/ambulance. Police will take the lead in directing the ambulance into the park and in communicating with the ambulance attendants. The Executive Director or his designee will assist, to the extent possible, the affected person's family or friends that are present.

VII. Communications

To better carry out this Emergency Action Plan, wireless two-way radios will be used. Individuals who shall have radios are the Executive Director, each hired police officer, the Volunteer Coordinator, and Lead Volunteers.

Please contact Don Gorney, Earth Day Indiana Executive Director, with any questions regarding this Emergency Action Plan at (317) 721-6526.

Exhibitors

Booth #

Exhibitors	Booth #	
Alliance Chiropractic	8	
Allison Transmission		
American Chemical Society	104	
American Society of Landscape Architects, Indiana Chapter	7	
Amos Butler Audubon	121	
Arbonne	9	Tent A
Artfully Dished Up	17	1-64
Arts & Farts	124	
B&O Trail Association	72	Tent B
Blacketor, Tom	24	65-84
BlueIndy	15	
Bullseye Bow & Arrows	17	Tent C
Center for Earth & Environmental Science (CEES) at IUPUI	Circle	85-116
Central Indiana Phenology	68	
Champion Windows	46	Tent D
Chiro 1st Physical Medicine	48	117-148
CIRTA/Commuter Connect	133	
Citizens Climate Lobby	123	
Citizens Energy Group	51	
Cityoga	Near Tent D	
Claire's Silverwear	119	
Corteva Agriscience	25	
Covanta	49	
Crafty Vet	63	
Creative Stained Glass	64	
Cummins	4	
Dart Container (Plastic Recycling, Inc.)	82	
Dead Flowers	79	
Dhondrup Tsering	140	
Dragonwood	22	
Eagle Creek Apiary	85	
Eagle Creek Park Foundation	114	
Earth Mama Composting	39	
Energy Shield of Indiana	57	
Engro LLC	55	
Environmental Resources Management	37	
Eskenazi Health	42	
Farizula Designs	60	
Fragrant Blossom Soap and Candles	118	
Friends of the White River	109	
Global Gifts	21	
Global Soaps	47	
Go Ape	113	
Greater Indy Habitat for Humanity ReStore	139	
Grey Harp Candles	81	

Exhibitors	Booth #	
Greyhound Pets of America	75	
Honda Manufacturing of Indiana	148	
Hoosier Energy	K1	
Hoosier Environmental Council	88	
Hoosier Farmers Market Association	56	
Hoosier Interfaith Power & Light	128	Tent A
Icon Solar	43	1-64
Indiana 811	27	
Indiana Animal Rights Alliance	77	Tent B
Indiana Association of Environmental Professionals	58	65-84
Indiana Audubon Society	112	
Indiana Chapter Air and Waste Management Association	28	Tent C
Indiana Department of Environmental Management	35	85-116
Indiana Forest Alliance	86	
Indiana Green Party	107	Tent D
Indiana Hemp Industries Association	89	117-148
Indiana Native Plant and Wildflower Society	65	
Indiana Office of Utility Consumer Counselor	38	
Indiana Organic Gardeners Association	108	
Indiana Parks Alliance	69	
Indiana Reading & Information Services	92	
Indiana Recycling Coalition	110	
Indiana Trails Fund	71	
Indiana Wildlife Federation	145	
Indianapolis Power & Light	33	
Indianapolis Zoo	117	
Indivisible Indiana	94	
IndyGo	30	
Indy Soft Water	41	
Ingredion	53	
Keep Indianapolis Beautiful	120	
Klondike's Barkery	143	
LeafFilter Gutter Protection	87	
Lilly		
LJ Stone Company	10	
LuLaRoe Beeler Boutique	14	
Made by Rena	102	
Market Wagon	45	
Marion County Public Health Department	1	
Marion County Soil & Water Conservation District	105	
MiBag	141	
Mud Creek Conservancy	106	
Museum Quality Woodworks	111	
My Sugar and Spice	23	
My Unique Boutique	101	
National Youth Advocate Program	130	

Exhibitors	Booth #	
Native Spirit	18	
Natural Awakenings	44	
The Nature Conservancy	146	
NextGear Capital		
NORML	95	
Norwex / Clean Chaos	62	
Oberweiss	61	
Pet Wants Indy	78	
Professional Geologists of Indiana	70	
Purdue Extension-Marion County	80	
Rectify Solar	6	
Renewal by Anderson	74	
Republic Services	83	Tent A
Rustic Radiance	20	1-64
Sahaja Meditation	100	
Salesforce		Tent B
School of Metaphysics	126	65-84
Seal Smart	16	
Sierra Club Hoosier Chapter	144	Tent C
Souls Harbor Church	138	85-116
Spark Progressive Co-op	142	
State Farm	125	Tent D
STRIVE Worldwide	129	117-148
Student Conservation Association	137	
Unique Home Solutions	136	
USA Insulation	93	
Usborne Books and More	29	
USGBC-IN Central Branch	91	
Vanna's Place Jewelry	96	
Wellness Simplified	122	
Wintessential	59	

NEW YORK STREET

DRAFT 2018 MAP



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