

2009 MCC Earth Day Celebration and Garden Show

www.earthday.mcc.edu

Check-in Desk, Gorman Building - first floor, center hallway

VENDORS REGISTRATION FORM:

(Please print)

Vendor Name: _____

Contact: _____ Phone: _____

Address: _____

E-mail: _____ Website: _____

Please indicate number of 8' tables needed: _____ Chairs needed: _____

Equipment / Special Needs: (audio visual, access to water, electricity, etc.)

Brief description of products you carry: _____

Vendors who are **selling items** are required to donate an item for the Scholarship Raffle. Your information will be given to the Foundation Office so a letter can be sent to you acknowledging your contribution (non-profit donation).

Description of item being donated for raffle: _____

Notes: We do not provide table skirting. Student volunteers will be available to assist set up. Vendors are asked to arrive by 8 am for set up and show starts at 9 am.

Complete this form and fax it back to (810) 762-0454.

Questions? Contact:

Rebecca Gale-Gonzalez(810) 762-0455, earthday@edtech.mcc.edu or
Suzanne Lossing at slossing@flinriver.org

VENDOR/EXHIBITOR GUIDE

2009 EARTH DAY CELEBRATION & GARDEN SHOW

APRIL 18, 2009 – 9 AM TO 3 PM

HOSTED BY MOTT COMMUNITY COLLEGE

Check-in Desk, Gorman Building - first floor, center hallway

SET-UP TIMES:

Booth set up will be available between 8 – 9 am on Saturday, April 18, 2009. Special arrangements can be made to accommodate those who require additional set up time.

Volunteers will be available to assist and a service elevator and passenger elevator are also available. While we plan to have some carts on hand to transport booth displays etc., it is recommended that Exhibitors try to provide their own carts and set up.

Two weeks prior to the event you will be given a booth assignment with map and parking directions. Venue is at the Mott Community College main campus in Flint.

SALES TAX: It is the responsibility of exhibitors to charge applicable sales tax.

ELECTRICAL:

It is recommended that you bring your own extension cords if additional lighting or electrical source as needed. Standard 110 outlets available upon request.

SECURITY:

There will be limited security during the show. However, it is the responsibility of the exhibitors to provide security for their own booths and personal property. We can not assume responsibility for loss of unattended items.

LUNCHES:

Food items, pop and popcorn will be for sale between 11 am – 1:30 pm at the north entrance of the Prah Center. There are also vending machines available.

Coffee, Juice, and Donuts will be available in the morning for vendors and volunteers.

BREAK DOWN: Please do not begin to dismantle your booths until 3 pm.

MAPS / DIRECTIONS:

Map and driving directions visit our website at www.mcc.edu and click on Campus Maps, then Main Campus and Prah Building.

Learn more about the MCC Environmental and Gardening Association clubs at our websites: www.gardening.mcc.edu and www.environmentalclub.mcc.edu

www.earthday.mcc.edu