2014 Earth Day & Garden Celebration
earthday.mcc.edu

ORGANIZATION REGISTRATION FORM:
(Please print)

Organization Name: ________________________________________________________________

Contact: ___________________________ Phone: ___________________________

Address: _______________________________________________________________________

E-mail: _______________________________ Website: _________________________________

☐ Participating as an Exhibitor
☐ Participating as a Presenter
☐ Participating in Food Forum
☐ Participating in Green Craft and Art Vendor Show

Please indicate number of 8’ tables needed: _______ Chairs needed: _______

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

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

I would like to donate the following item(s) to the door prize drawings:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Notes: We do not provide table skirting. No Banners can be taped to the wall. Student volunteers will be available to assist set up. Exhibitors/Presenters are asked to arrive by 9:00 am for set up and show starts at 10:00 am.

Complete this form and fax it to UM-Flint EHS @ (810) 424-5572. We look forward to seeing you at the Earth Day Celebration!
SET-UP TIMES:
Booth set up will be available between 9:00am – 10:00 am on Saturday, April 13, 2013. 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.

We do not provide table skirting. No Banners can be taped to the wall.

Two weeks prior to the event you will be given a booth assignment with map and parking directions. Venue is at the University of Michigan– Flint, Harding Mott University Center.

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

SECURITY:
Although Public Safety will be on campus, 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.

FOOD:
Dining services will be open during the event on the 3rd floor of the Harding Mott University Center.

BREAK DOWN: Please do not begin to dismantle your booths until 3:00 pm.

MAPS / DIRECTIONS:
Map and driving directions visit our website at http://maps.umflint.edu/