***REGISTRATION FORM AND EVENT AGREEMENT***

 ***EARTH DAY-BAY DAY 2017***

***Saturday, April 15, 2017***

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***COASTAL BEND***

 ***BAYS FOUNDATION***

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**EXECUTIVE DIRECTOR**

**1227 Agnes, Ste. B-1**

**Corpus Christi, Texas 78401**

**P. (361) 882-3439**

**F. (361) 882-5625**

**E. cbbf@baysfoundation.org**

**A Partnership for Conservation**

**www.baysfoundation.org**

***Heritage Park, Corpus Christi, TX***

Participationin Earth Day-Bay Day (EDBD) 2017 requires submission of a completed registration form. *Earth-Friendly/Bay-Friendly* exhibitors, vendors and entertainers are especially welcome. **Early registration is appreciated!**

***FACILITIES:*** Exhibitors will be provided with **one** 6-ft. table and **two** chairs under an awning or tent. Requests for additional items or special reservations must be made in advance and **will incur** **extra charges**. Extra tables are $10.00 each and additional chairs $1.00 each. Tent assignments will be made upon receipt of completed forms.

***SPECIAL RESERVATIONS***: You may reserve a corner spot for an additional $15.00 charge -**LIMITED CORNER SPOTS AVAILABLE.**

***SET UP & BREAK DOWN:*** Complete setup BEFORE 8:30 a.m. Saturday, April 15th. Event is open to the public from ***9:30 a.m. - 5:00 p.m.*** We expect all exhibitors to stay until **5:00 p.m.** when break down begins. Break down must be completed **BEFORE 7:00 p.m**. Clean up ALL trash and leave the area with as little wear as possible.

***PARKING:*** Vehicles ***must*** be moved off site or to the EDBD designated parking areas ONLY by **9:00 a.m. This includes EDBD designated grass lots.**

***INCLEMENT WEATHER:*** Previous years have seen inclement weather. Event may be cancelled or shortened due to inclement weather. We will send an email to all exhibitors if this is the case, so **PLEASE PROVIDE EMAIL & CELL NUMBER.**

***ELECTRICITY:*** Reserve a space with electricity for an additional $5.00 charge. Specify exact needs on registration form. **LIMITED RESERVATIONS AVAILABLE Advance permission is required for ALL generator use. Call (361) 882-3439. You must provide your own electrical cords.**

***GIVEAWAYS:*** Up to 10,000 visitors are expected at *Earth Day-Bay Day 2017,* many of them families with children. This is also a good opportunity to provide information to visitors to your booth and help with planning your 2018 booth.

***FEES:*** The Earth Day-Bay Day Committee reserves the right to disallow the sale of certain types of merchandise. **PRODUCTS MUST BE EARTH FRIENDLY** (i.e. recyclable, reusable, sustainable and educational, etc.).

**NON*-*PROFIT, NOT-FOR-PROFIT and GOVERNMENT ENTITIES**: DISCOUNTED to $20.00 per booth. Scholarships available to cover cost; please call CBBF office for details.

**VENDOR/EXHIBITORFEES:** **$50.00** plus additional charges for additional tables and/or chairs, electricity and/or special reservations. This fee permits display and sale of products or services.

\***ENTERTAINERS:** Receive no compensation nor are charged a fee unless a booth is requested which will incur charges as listed above.

CBBF Use Only: Tent/Area \_\_\_\_\_\_\_\_\_\_\_

# T \_\_\_ #C \_\_\_ E y / n Special \_\_\_\_\_\_\_\_\_

***REGISTRATION FORM AND EVENT AGREEMENT***

 ***EARTH DAY-BAY DAY 2017***

***Saturday, April 15, 2017***

***10:00 a.m. to 5:00 p.m.***

***Heritage Park, Corpus Christi, TX***

***NO REFUNDS WILL BE MADE AFTER PAYMENT IS RECEIVED***

|  |  |
| --- | --- |
| Organization/Company:  |  |
| Contact(s): |  |
| Address: |  | City  |  | State |  | Zip |  |
| Telephone(s): Day |  | **Cell** |  | Fax |  |
| **E-mail address(es):**  |  |
| Describe your organization and interest to participate in EDBD:  | Have participated in the past and enjoyed it |
|  |
| Describe what you will doing at Earth Day-Bay Day:  |  |
|  |
| Entertainers: list all equipment and approximate space required:  |  |
|  |
| Do you need electricity? If YES, you must call our office (361-882-3439) to make arrangements for your specific needs. $5.00 additional charge for electricity reservation. **YOU MUST PROVIDE YOUR OWN ELECTRICAL CORDS** YES NO |
| Do you require volunteers from CBBF?  | YES  | NO  | If so, how many? |  | What will the VOLUNTEERS do?  |
|  |
| Will you be *SELLING* or PROMOTING merchandise or a business service?  | YES | NO |
|  |  |  |
| **ITEM** | **CHARGE** | **# needed** | **TOTAL** |
| **EXHIBITOR / VENDOR FEE (required for ALL exhibitors/vendors)** | 50.00 |  |  |
| **NON-PROFIT/NOT-FOR-PROFIT ORGANIZATIONS and GOVERNMENT ENTITIES** | 20.00 |  |  |
| Corner Booth Reservation Fee | 15.00 |  |  |
| Electricity Request Fee | 5.00 |  |  |
| $10.00 Charge for Each Extra Table Requested | 10.00 |  |  |
| $1.00 Charge for Extra Chairs Requested | 1.00 |  |  |
| **TOTAL AMOUNT DUE TO CBBF** (check, cash, money order or credit card):  |  |

**CONTACT US REGARDING SCHOLARSHIPS AVAILABLE FOR NON-PROFIT, NOT-FOR-PROFIT & GOVERNMENT ENTITIES**

If you would like an invoice, please check here. [ ]  If you require a receipt, please check here. [ ]

**Make checks payable to Coastal Bend Bays Foundation or call 361-882-3439 to pay by credit card.**

**Mail THIS PAGE ONLY with check or money order to:**

**Coastal Bend Bays Foundation**

**1227 Agnes Street, Ste. B-1**

**Corpus Christi, TX 78401**

**ATTN: Cristal Guerrero**

**FAX completed form (THIS PAGE ONLY) to 361-882-5625 in order to reserve your spot ahead of time!**

CBBF Use Only: Date Paid \_\_\_\_\_\_­­\_\_

ck # \_\_\_\_\_\_\_\_\_\_ credit card \_\_ cash \_\_

Invoice mailed \_\_\_\_\_\_\_\_\_\_\_\_

Receipt mailed \_\_\_\_\_\_\_\_\_\_\_\_

I AGREE TO ABIDE BY THE ABOVE AGREEMENT.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature required) (Date)