
Advice for Vendors on Set-up from a Festival Veteran, the Greenway Network

Dear vendors and exhibitors,

Please, take advantage of the early load in time on Friday. earthday365 provides excellent maps and instructions to guide you to your spot, and there are volunteers on-site to help you find your booth space and move your equipment. Please review all the information they provide, because it will make for a smooth process for everyone.

Security is not an issue for leaving your equipment and merchandise overnight Friday and Saturday. It is also nice to have everything on site by Saturday morning, requiring only set-up before the start of the event.

Do not plan on setting up your tent and all of your display materials prior to Saturday morning. The best strategy is to pack in all of your materials on Friday and wrap them in the tarp (see right). Seal the tarp with ropes or packing tape. We've used this strategy for several years and have never had a problem with our tent or materials blowing away or getting wet. There is plenty of time in the morning of the Festival to get set-up.

Remember the staking rules, as outlined specifically on the [Festival Vendor Rules and Regulations](#) page. Don't use stakes of any kind because you will damage the Forest Park sprinkler system. Bring weights for your tent such as gallon jugs and/or buckets of water and plenty of rope to attach them. Cinder blocks also work.

Plan to show up on Saturday with enough time to set up your tent and organize your display. Be prepared for wind when setting up your display. Materials that are useful in preparing for the wind include: packing tape, bungee cords, rocks or weights--anything to keep your materials from blowing away. Better yet--limit your handouts by using quarter sheets or business cards with websites to minimize potential waste. Bring a clipboard to hold sign-up sheets and add a rubber band to the bottom of the clipboard to keep the papers in place.

One of the coolest things about this particular festival is the friendly folks who are more than willing to help. It is a fantastic event and a great opportunity to meet and network with folks from throughout the region. They are doing their very best under circumstances that can be very difficult on some days. Give them an encouraging word and thank you. It will go a long way to making everyone's day a success.

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Charlene M. Waggoner, Ph.D.
President, Greenway Network, Inc.



After the 2010 "Earth Day Tornado" on Saturday, this vendor's merchandise was COMPLETELY DRY thanks to proper planning, despite being submerged in water.



Don't fully extend your tent, or wait to set it up, until Saturday.

Remember, there is NO Staking anywhere on the Festival footprint.