



EST. 2010

MOTHER EARTH NEWS
FAIR

EXHIBITOR KIT

April 29-20, 2023 • Lawrence, Kansas

Questions? email info@motherearthnewsfair.com or call (800) 234-3368

WHAT IS INCLUDED IN YOUR BOOTH PACKAGE?

Open Pavilion

Exhibit space for this event is limited to just a 10x10 space in the pavilion. Please furnish your own materials, including tables and chairs.

WHAT ARE THE HOURS OF THE FAIR?

Saturday, April 29

9:00 a.m. - 6:00 p.m.

Sunday, April 30

9:00 a.m. - 5:00 p.m.

WHERE DO YOU PARK DURING THE FAIR?

After unloading on set up day (Friday, April 28), exhibitors will be directed to park their vehicles in the dedicated greenspace for parking just north of the pavilion.

WILL YOU BE SAMPLING FOOD?

Exhibitors that wish to sample food or beverages must submit a Certificate of Insurance (COI) form unless food is factory-sealed when sample is given. Ogden Publications, Inc., requires that the form specifies a minimum limit of \$1,000,000 and names MOTHER EARTH NEWS as additional insured.

COI must read: Ogden Publications, Inc, d/b/a Ogden Publications is named as additional insured with regard to the Mother Earth News Fair, April 29-30, 2023.

Details of Kansas food safety guidelines can be found on the [Kansas Department of Agriculture's Website](#).

Exhibitors sampling food must submit an insurance form unless food is factory sealed when sample is given.

Submit Certificate of Insurance by April 14, 2023.

Ogden Publications

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WHAT ARE THE LOAD-IN AND MOVE OUT PROCEDURES?

Load-in on Friday, April 28 from 9:00 a.m. - 6:00 p.m.

The Douglas County Fairgrounds are located at 2120 Harper St., Lawrence, KS 66046. If you are coming from I-70 from the west, take exit 197 and merge onto KS-10/S Lawrence Trafficway. Continue approximately eight miles to E 23rd St. Turn left on 23rd St. then right on Harper St. If you are coming from I-70 from the east, take exit 212 (Eudora/Tonganoxia toll gate). Take 222nd St. south to Eudora, then west on W. 10th St. to K-10. Then take K-10 west to E 23rd st. and then right on Harlper St.

Once you unload your vehicle, please park it in the designated parking area nearby before setting up your booth display.

Walk-in Load-in on Saturday, April 29 7:30 a.m. -8:00 a.m.

Sunday Move Out Procedures

- Exhibits must remain in place until 5:00 p.m.
- Vehicles may enter grounds after 5:00 p.m.
- All exhibitors must be cleared out completely by 8:00 p.m.

HOW DO YOU PAY SALES TAX?

All retailers participating in the Mother Earth News Fair either need to have a sales tax certificate or agree to remit the tax collected immediately after the event

CAN YOU BRING YOUR DOG?

Pets are strictly prohibited from the venue and Parking Lots (including parked cars). Service animals, dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability, are welcome.

RULES AND REGULATIONS

- Exhibitors are required to abide by city and state ordinances, including all necessary health and fire permits.
- No open flame is allowed inside the building without a fire permit from the Fire Department. This includes burning of candles or incense.
- Aisles and exits must be kept clear and free of all obstacles. Literature must be kept within booths.
- Exhibitors shall not stand in the aisles to hand out literature or place chairs or other furniture in the aisles.
- No solicitation of any kind is allowed outside of booth.
- Individuals are not allowed to bring alcoholic beverages onto premises.
- Keep music, microphones, or other noise-producing items to a level that does not disturb other exhibitors.
- Make sure that every product you are selling is listed on your contract AND that you have verbally informed your exhibitor event coordinator of any product that you intend to represent.
- Use only professional signage.
- Be on time! Make sure your booth is fully set up before show opening each day.
- DO NOT break down your exhibit space until 5:00 p.m. on Sunday.
- All food giveaways and sampling requires compliance with all necessary Kansas Department of State Health Services regulations.
- Literature on display shall be limited to reasonable quantities in the booth (two-day supply).
- Reserve supplies shall be kept in booth.
- Helium balloons and confetti are prohibited.
- The facility's no smoking policy is strictly enforced.
- The house paging system is available only for emergencies and show announcements. Individual paging will not be provided.
- Vacuuming and emptying of waste bins are not included in booth rental.
- Do not nail, screw, staple, pin, glue, tack, or tape any material directly to the fabric, walls, steel frame, or carpeting. Please note that the use of pins, staples, tape, or other adhesives to affix materials to the drapery back walls and hardware is not permitted.
- Damaged hardware will be considered as purchased by the exhibitor and the exhibitor will be charged accordingly. Do not attempt to display heavy materials from the booth structures. Mother Earth News Fair will accept no liability for damage or injury resulting from misuse of this equipment.
- Exhibitors are responsible for the security of their booth items. Mother Earth News assume no liability. Although security is provided overnight, exhibitors are advised to bring coverage materials to protect their goods.
- Leave No Trace Policy: If your booth is not clean and free of materials, with the exception of freight packaged and labeled for shipment, you may be charged a fine of \$50 to offset the costs associated with cleanup.
- Displays may not reach heights higher than 8 feet.
- Mother Earth News has the right to close an exhibit that fails to comply with the policies above.