



Dear Earth Day Participant,

The **Camarillo Community Gardens** are sponsoring the **1st Annual Camarillo Earth Day** at the Camarillo Community Center, 1605 Burnley Street, Camarillo, on **Saturday, April 17, 2010**, from **12:00 Noon to 4:00 PM**.

Our theme this year will be **“Growing Healthy Families”** — promoting healthy eating, educating the public on creating a sustainable community and environmental awareness.

This year we will feature live entertainment, children’s activities, and booths from local community organizations. Our emphasis will be on growing as much of your own food as possible, buying from local farmers, recycling/reusing, water conservation, and making good food choices.

We hope your organization will consider joining us as an Earth Day Exhibitor. It will be a great opportunity to host a booth with information on your programs and services. There is no charge to participate, we only ask that you are cognizant of our intent to educate our community on environmental consciousness and healthy alternative food choices. It is not for the purpose of promoting political, religious, or controversial messages. Exhibitors that choose to participate, are asked to comply with our guidelines (see reverse side of this letter).

Enclosed is an application for exhibitors and release of liability waiver forms. Please provide an ***e-mail address*** with your application so we may contact you to confirm your participation. ***Waiver forms*** must also be provided for each person working at your booth. For anyone under the age of 18, please have a parent or guardian complete the ***Minor Waiver Form***. Please submit your completed application and waiver forms by **April 5**.

For additional copies of waiver forms or questions, please contact **Eileen Mannion** at **383-2522** or by e-mail **info@earthdaycamarillo.com**.

We would also appreciate any referrals of other potential exhibitors.

Finally, we would be happy to provide you Earth Day 2010 flyers and posters so you can help publicize the event. We look forward to receiving your application. Happy Earth Day!

Sincerely,

Camarillo Community Garden

Enclosures

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CAMARILLO COMMUNITY GARDENS EARTH DAY 2010 EXHIBITOR GUIDELINES

Sponsored by Camarillo Community Gardens and Pleasant Valley Recreation & Parks District, the 1st annual Earth Day event was created to foster environmental awareness and involvement in the community in “Growing Healthy Families.” Visitors are encouraged to be mindful of the environmental impact of their daily lives and to help promote environmental responsibility in their own communities. Participating in Camarillo’s Earth Day provides your organization an opportunity to reach a large, diverse crowd of visitors and interested community members. If you plan on distributing materials at the event, please consider the environmental impacts of your giveaways; is it durable, made from recycled content, are handouts printed double sided?

The environmental focus of this event is not intended for the purpose of advocating for or against any political or religious concerns. Anyone not acting in cooperation with this purpose will be asked to leave the event. In order to maintain the positive focus of Earth Day, all exhibitors must abide by the following guidelines:

- ◆ All application materials and booth set-up requirements must be received by the established deadlines.
- ◆ Booth spaces will be assigned at the discretion of the event coordinator to ensure the flow of the event makes sense. Upon check-in at the registration table on event day, exhibitors will receive a map of the event area designating your assigned location.
- ◆ A sample copy of any printed materials (brochures, flyers, etc.) to be handed out at the event must be presented with the application. Any materials deemed objectionable will not be allowed at the event.
- ◆ Exhibitors cannot sell any merchandise at this event unless the Earth Day sponsors have previously agreed.
- ◆ Food, candy or beverages may not be served at your booth unless you have been pre-approved by the Pleasant Valley Recreation & Parks District, the Camarillo Community Garden and the Ventura County Health Department for this event (see attached Exhibitor Application).
- ◆ Please, no smoking in the event area.
- ◆ Balloon decorations are prohibited.
- ◆ Use of plastic bottles, polystyrene containers/plates, and cups is not permitted.
- ◆ Exhibitors are asked to refrain from using microphones, speakers, or amplified music.
- ◆ Exhibitors must arrive at the designated set-up time, be ready by the event start time and maintain staffing at your designated booth for the duration of the event.

We appreciate your participation in this meaningful event for our community. To receive updates and more information on Camarillo’s Earth Day, go to our website at: **www.earthdaycamarillo.com**.

Questions or concerns can be directed to:

Eileen Mannion

Phone: 383-2522

E-mail: info@earthdaycamarillo.com