



EARTH FESTIVAL EVENT-DAY DISPLAY SET-UP GUIDELINES

Saturday, April 29, 2016 – 10 a.m. – 2 p.m. – All weather event – Croft Farm

Family Fun Bike Ride – Registration 8 a.m./Ride 9 a.m.

PLEASE CAR POOL from your home/business location

YOUR EVENT-DAY CHECK LIST TO BRING:

- Your table, chairs
 - tent/canopy
 - long power cords
(Power access must be confirmed in advance)
 - umbrella
 - scissors, tape, stapler, markers, pen/paper
 - paperweight/clips (protection from wind), etc.
 - Reusable table cover
 - Your refillable water bottle -**NO plastic water/soda/juice bottles, please.**
- *Please avoid single-use items and disposable items; no balloons, silly string, or unnecessary waste.*

FESTIVAL DAY CONTACTS: (Please put these contacts in your phone now!)

Brenda Jorett, Event producer- 856-448-2205

SCHOOLS only – Barb Wilson: 856-816-4664

Chris Eattock: Sustainable Cherry Hill: 856-220-4605

Megan Brown: Cherry Hill Township: 856-571-17

ARRIVAL: You must be set up by **9:15 a.m.** Bring a hand-truck or wheelbarrow to haul supplies.

- Arrive and check in at **CROFT FARM** as early as **7:00 a.m.**; 100 Bortons Mill Rd. off Brace Rd., Cherry Hill, 08034. **Absolutely no vehicles permitted on festival driveways after 9:15 a.m.** Late arrivals must park in main lot and carry supplies to festival site. No exceptions.
- **Your Festival site:** Event volunteers (green t-shirts) at Bortons Mill Rd at Croft Farm entrance will direct you to your assigned & marked/numbered location; **No driving on grass!** A **'GREEN TIP' sign with vendor number marks most sites; Please leave the 'green tip' sign on display.** If you need to move the green tip sign marking your space, request help from a volunteer; we re-use the signs.
- **DROP OFF** booth materials at your space, then park your car for the day. **ABSOLUTELY NO** parking on grass or driveways **while setting up.**
- **Please staff your display and remain at the festival until 2 p.m.**; no cars on driveways until deemed safe by festival officials after 2 p.m.

SPONSOR-VENDOR-NON-PROFIT PARKING – ALL DAY – 7 a.m. until event clean-up:

NEW THIS YEAR! No parking in main Croft Farm lot – reserved for our guests!

No parking or driving on Croft Farm grass. Unload near your spot-then you will be guided to available parking:

- Arts Center back lot (30 vehicles)- as space allows: absolutely no departure until after 2 p.m.
- BLACKTOP/circular drive/flagpole area; in front of CROFT HOUSE (25 vehicles)
- **NEW THIS YEAR!** Bancroft OFFICE lot: one-block to Bortons Mill & Brace Rd. – across from Challenge Grove gazebo.

General Information

- **No soliciting beyond your festival space, please.**
- **On site:** portable rest rooms near Arts Center, food for purchase, NJ American Water to refill your bottle (food area in front of farm house; EARTH FRIENDLY waste-recycling & FOOD composting (PLEASE respect the EARTH and disposal areas available!))
- **REFRAIN** from using: plastic bags, plastic water/drink bottles and other UN-Earth-friendly materials. **No Styrofoam**
- Croft Farm is 100% smoke-free.
- **Departure** – starts at 2 p.m. NO cars on festival grounds or driveways until safety established; Obey our STAFF, please. **NO parking on grass.** Dispose/recycle any waste properly or take with you. Leave your site better than you found it.

We reserve the right to revoke festival display privileges and future participation should guidelines not be followed.

Thank you for participating in the 2017 Sustainable Cherry Hill Earth Festival!