



**Earth Day 2018**  
**April 21, 2018 NCC Monroe County Campus**  
**10:00-3:00**  
**Exhibitor Registration Form**

Organization (To be used in publications)

\_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Please provide a brief description of your organization \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a brief description of your exhibit \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Exhibitor Needs:** The Earth Day Event will provide a 15' x 10' space for your exhibit. Additional spaces may be requested. Exhibitors are responsible for their own table, chairs, and tent/canopy. Electricity is available upon your request (you must provide extension cords). Exhibitor space is free of charge.

**Booth Spaces:** I would like to request \_\_\_\_\_ 15'x10' spaces. (Spaces will be allotted based on needs and availability.)

**Electricity:**  Yes, I will need electricity

Exhibitor Liability Insurance Carrier: \_\_\_\_\_  
Insurance limits: \_\_\_\_\_  
Effective dates: \_\_\_\_\_

Please provide separate certificates of insurance listing Monroe County/MCCD and Monroe Campus NCC as **additional insured**.

Addresses to be used for the certificates of insurance:

Monroe County/ M C Conservation District, 8050 Running Valley Road, Stroudsburg, PA 18360  
Monroe Campus of Northampton Community College, 2411 Route 715, Tannersville, PA 18372

**Additional Information:**

***Setup and Takedown:*** The Northampton Community College Campus will be open at 8:00a.m. On April 21, 2018 for check-in and setup. All exhibitors' must complete their set-up by 9:30a.m. After unloading, all exhibitor vehicles must be moved to designated parking areas. All exhibits must be removed by 4:30pm on Sat. April 21.

Non-Profit organizations are allowed to sell products if funds are used to support the organization.

All for profit exhibitors are not allowed to sell any products during the event. Free giveaways, samples and taste tests are allowed.

Exhibits must be manned at all times.

All exhibitors will receive confirmation of acceptance with additional maps and information.

Exhibitor applications will be considered based on an environmental theme and the number of spaces available. We strive to maintain a balance and diversity in exhibitor offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. Thank you for your interest in Monroe County's Earth Day 2018!

Exhibitor's signature \_\_\_\_\_

Please complete and submit this form with certificates of insurance to:

Roger Spotts  
MCCD  
8050 Running Valley Road  
Stroudsburg, PA 18360  
[rsmccd@ptd.net](mailto:rsmccd@ptd.net)  
Phone: (570)629-3061

Deadline: February 28, 2018

(Please note, space is limited so available spaces will be filled on a first come first served basis)