



Environmental Education
For The South Bay
P.O. Box 3817
Manhattan Beach, CA 90266
(310) 226-2927

Dear Earth Day Vendor,

Please consider joining us for our annual Earth Day Celebration and Concert on Saturday, April 18, 2009 at Polliwog Park in Manhattan Beach. The event will take place from 11:00AM until 4:00 PM. We have a full day of activities planned along with food booths, environmental organizations, a kid's activity area, an alternative transportation display and live entertainment all day long.

If you are a non-profit organization there is no fee for your 10 x 10 space; just send in the completed form.

For all other vendors, please fill out the form at the bottom of this letter and mail it to P.O. Box 3817, Manhattan Beach, CA 90266 along with a check for the appropriate amount. Please indicate if you are going to need electricity and for what type of equipment.

You will be permitted to drive into the park to unload your vehicle by showing proof of car insurance, then you must leave the park and find a place out on the street to leave your vehicle. If you will be working your booth all day, inform the park attendant and you will be given a pass to park on the North side of Manhattan Beach Blvd. but you will need to be parked there for the entire day; there is only one pass per company or organization. Please bring some sort of table covering and if you have hand-outs remember to bring something to hold them down.

All vendors and non-profit organizations will get a 6ft table and 2 chairs in your space. Feel free to bring additional display tables or a pop-up tent. You will need to have VOICE and the City of Manhattan Beach added to your insurance policy for the day of

the event if you will be having items to sell and/or sample that are eaten or put on the skin. Proof of insurance must be provided prior to set-up.

If you have any questions please call me at (310) 376-2845 or the VOICE message line (310) 226-2927.

I look forward to seeing you on April 18th!

Sincerely,

Judy Scott, Vendor Chairperson

Business/Organization Name _____ Non-profit Yes/No

Address _____

City _____ State _____ Zip _____

Phone # _____ Contact person _____ E-mail address _____

10 x 10 space with 2 chairs and a 6ft table \$50 _____

Additional Tables @ \$10 each \$10 ea _____

Need electricity ? \$10 _____