



Event Participant Form

Artisan/Vendor Application and Participant Information Form

Please return this form and a signed copy of the Event Policies to events@mynaturecenter.org

Name _____ Phone _____

Address _____ City, State, Zip _____

E-mail Address _____

I need:

- ☐ Table
- ☐ Electricity (available only when required)
- ☐ Help loading and unloading
- ☐ Other _____

Exhibitor & Vendor Fees:

Demonstration/Exhibit Only (no sales): FREE
Standard Vendor Booth: \$50/day, \$80/wknd
Food & Beverage Booth: \$100/day, \$150 wknd
Food Trucks: \$300/day, \$500/wknd

Exhibit Title/Vendor Name: _____

Description:

Please list any items you plan to sell:

How many booth spaces (one 8' table for indoor spaces; 10'x10 space for outdoor vendors) do you need (max. of 2 unless approved by Event Committee?) Please describe any special needs for your demonstration/booth area.

Do you have any product or services you would like to donate to Fenner Nature Center for use at a future fundraiser and/or raffle? If yes, please describe the item:

TO COMPLETE THIS APPLICATION, ALL EXHIBITORS MUST SIGN BELOW.

I have read the participant information on the following page and I agree to the terms and conditions of the Fenner Nature Center Festival Event Policies:

Signature: _____

Date: _____

Print Name: _____

Fenner Nature Center Festival Event Policies

Following is an agreement between participants (vendors, exhibitors, demonstrators, stage acts, wandering actors, etc.) and Fenner Conservancy. Read the policies carefully. If you agree to the event policies as written, please sign the agreement and return it by the deadline. *Failure to sign and return the agreement on time may result in loss of space.*

1. Booth Reservation & Payment

Payment is required in full upon approval to secure your booth space. Submitting an application does not guarantee acceptance. Vendors will be notified of their selection, and payment must be made by the deadline provided to confirm participation. Fees are non-refundable except in the case of event cancellation by Fenner. Vendors are responsible for reviewing all setup and participation guidelines before submitting payment.

2. Space assignments will be determined by the Event Committee, and will be made based on exhibitor space requirements, traffic flow, and to utilize our limited space as efficiently as possible. Vendors and artisans may be located in spaces that are different from one year to the next. Please communicate this with your staff/volunteers.
3. Prepare for inclement weather. The event will be held in all safe weather. The Events Committee will determine activities that need to be moved inside if weather warrants such a move.
4. Set-up must be completed by 10:30am on both days. Vehicles and/or trailers must be moved from the festival grounds immediately. Tear down can begin when the festival hours end on Sunday. Early tear-down is not allowed without prior approval from the Events Committee.
5. Once set-up is complete, you will be directed to an auxiliary parking area. The parking lot at the Nature Center is reserved for handicap access and festival visitors. All vehicles must be moved to the auxiliary parking area by 11:00am on both days. Please respect this requirement.
6. No pets are allowed unless they are a vital part of the exhibit. Prior approval from the Events Committee is required. If permission is granted, all animals must be leashed, confined, and/or kept under the owner's control at all times.
7. Fenner Conservancy, the City of Lansing, and any of their staff, volunteers, or any person/organization connected with Fenner Nature Center or events held there will not be responsible for any loss or damage to person or property for any reason. Exhibitor equipment, vehicles, personal items, etc., are the responsibility of festival exhibitors. Fenner Conservancy and the City of Lansing are not responsible for loss, damage, or theft of a person's belongings.
8. The Events Committee reserves the right to confirm or deny participant involvement in the festival at any time.
9. Please minimize the impact of this event on the grounds of Fenner Nature Center by leaving your exhibitor space as you found it. This means no debris, holes, poles, or other waste. If your exhibit space included a fire pit/ring, the fire must be put out (cold to the touch) and the site repaired as much as possible.
By signing and submitting this application, the applicant hereby releases and agrees to hold harmless Fenner Conservancy and the City of Lansing from any damage to or loss of applicant's property or any personal injury, which he/she or helpers may sustain while participating in the festivals at Fenner Nature Center. Further, by signing this document, the applicant agrees to abide by all policies, rules and regulations for participation as listed in this document and in future information given to the applicant by the Event Committee. Failure to follow these regulations may result in expulsion from this year's and future events at Fenner Nature Center.