

## 2019 Sacramento Earth Day Celebration

### Preliminary Exhibitor Instructions

On Sunday, April 28, exhibitor setup will commence at 8:00 am at the Southside Park site, 7th and T Streets in Sacramento. Event volunteers will be on the premises placing exhibitor's tables and chairs starting at 7:00 am. We provide each exhibitor with one 3' x 8' table and two folding chairs on 20' x 20' lawn spaces. **Exhibitors are strongly urged to bring pop-up canopies as only 40% of table sites will be in full or partial natural shade.**

Exhibitors wanting to transport table displays by hand will be allowed to carry their displays to their tables at any time between 8:00 and 10:00 am. Our City permit requires that all displays be transported to tables by 10:00 am, but set up of displays can continue until 11:00 am when our event is open to the public.

Exhibitors who want to use our golf cart transport service from curb to table, and those whose displays require transport to tables by vehicle, will be allowed to transport displays to tables only within designated time slots and through the west access location (at the intersection of 6<sup>th</sup> and U Streets) to avoid on-park congestion and blocked access. Allowable transport times are keyed to the letter of your table. Below is the list of table rows and vehicle access times:

Table Rows and Vehicle Access Times	
Table Rows	Vehicle Access Times
E, F, I, J, O, P, S	8:00 to 8:40 am
A, B, C, D, G, H	8:40 to 9:20 am
K, L, M, N, Q, R, T, U, V	9:20 to 10:00 am

**The transport of displays to assigned tables must be completed within the access times posted in the table above. Display set up can be extend to 11:00 am.**

A map of exhibitor tables and lists of exhibitors ranked by name and by table number is attached to this email. Please find your table number in the lists and circle your table on the map. Remember to bring the map with you to the event so that volunteers can more quickly guide you to your table when you arrive.

Before starting to set up your display, make sure your table is at least 2 feet back from the edge of the sidewalk. This will help avoid blocking access to table beyond yours and help facilitate pedestrian traffic flow during the event when attendees congregate at your table to learn more about your exhibit. Our set-up volunteers will be monitoring table setback distances and adjusting table placement as necessary to assure access for all.

We encourage exhibitors to park in available street spaces in the neighborhood within a block or so of the northern portion of the park and **hand-carry displays onto the site**. For those of you who have requested transport by our electric golf carts, please park in one of the empty diagonal parking spaces on the east side of 6<sup>th</sup> Street in front of the Pool Building or on either side of the vehicle entrance location. Volunteers will be directing traffic on 6<sup>th</sup> Street near the intersection with U Street to guide

exhibitors to available drop-off parking spaces and to the vehicle entrance for those exhibitors who have received authorization from Earl Withycombe to transport their displays to tables in their private vehicles.

For exhibitors using our golf cart transport service, volunteers will help unload your displays from your parked vehicles onto either a waiting golf cart or onto the sidewalk. If you drive alone to Southside Park, our volunteers will load your display materials into a golf cart, secure the load, transport the display to your table, and unload the display materials onto the table while you exit the temporary parking space and park your vehicle in the adjacent neighborhood. One of our volunteers will also watch your materials while you park and walk back to the Park and your table. If you arrive at the Park with a companion, we will transport one of you in the golf cart with your display to your table while the other parks your vehicle. **No vehicle may park in one of our temporary parking/unloading spaces for longer than 5 minutes in order to accommodate the numbers of exhibitors needing transport assistance.**

If you have received authorization to drive your vehicle onto the park in order to transport your display materials to your table, please drive to the vehicle entrance location when you arrive at the Park. At the entrance, a security guard or a volunteer will check your name against the list of exhibitors authorized to drive onto the Park, and will give you a vehicle access pass issued by the City. Then a volunteer will usher you to your table while walking or riding a bicycle in front of your vehicle to assure that vehicle speeds do not exceed 5 mph. These two requirements – for an usher walking or cycling in front of the vehicle and a speed limit of 5 mph – are specific conditions of our Park use permit. Because of concerns about pedestrian safety at our past Earth Day events, Park rangers will be on duty at the Park during setup to monitor compliance and issue citations to any vehicle driving on the grass or driving on a sidewalk without an access pass. Volunteers will help you unload your materials at your table and then watch them if you are alone while you drive with a walking or cycling escort at no more than 5 mph to the vehicle exit location and park in the neighborhood.

The City is also concerned about pedestrian safety during display breakdown after our event ends at 4:00 pm. As a result, our Park use permit also prohibits any vehicle from being driven within the Park, including golf carts, until 5:00 pm or until all attendees have left the park, whichever occurs first. We will be announcing the closure of our event at 4:00 pm and requesting attendees to leave the park. Between 4:00 and 5:00 pm, exhibitors should break down and package their displays for loading back into golf carts or, where authorized, personal vehicles. Once all attendees have departed the park, or at 5:00 pm, we will announce the commencement of display transport and departure. Volunteers will load materials that are fully packaged onto golf carts for transport to the temporary parking area while issuing access passes to authorized vehicles at the vehicle entrance location. Volunteers will also direct traffic at the 6<sup>th</sup> and U Street intersection to facilitate temporary parking at the Pool Building and access to the vehicle entrance. Authorized vehicles entering the park must drive only on the concrete sidewalks with flashing lights on and leave only through the vehicle exit location at the 8<sup>th</sup> and U Street intersection.

Authorized display vehicles (e.g., SVEVOA electric vehicles, Sacramento County EHD response vehicle, etc.) must be parked at assigned display areas by 10:00 am and remain stationary with parking placards visible on dashboards and drip pans (cardboard is satisfactory) under internal combustion engines until 5:00 pm or until all event attendees have exited our venue, whichever occurs first.

During the event, parking meter spaces adjacent to the park may be available, and there is no charge to park in these spaces on Sundays. The two hour parking limits at unmetered sites on nearby neighborhoods streets are not applicable on weekends.

Food and beverages will be available for sale at the park during the event. We will be hosting a number of vegan food vendors in the northwest corner of the park during the event. Compostable waste, recyclable waste, and landfill waste containers will be stationed in triads throughout the event venue. Containers at each station will be marked by printed labels and event volunteers will be present at most stations to advise attendees, exhibitors, and other volunteers on waste separation requirements.

If you have questions during the event, please contact Earl Withycombe at 916-505-3489 or Alex Reagan at 916-765-4977, or stop by the ECOS event headquarters desk located north of the park's lake. We look forward to seeing you on Sunday, April 22 and learning from each other about advances toward sustainability.