



Norman Bird Sanctuary



Calling all education, environmental, and community organizations in Rhode Island! Don't miss this opportunity to reach over 13,000 visitors during the 43rd Annual Harvest Fair!

At the Norman Bird Sanctuary, we are excitedly preparing for this year's **43rd Annual Harvest Fair**. Beautiful autumn weather brings more than **13,000 visitors** to our festival each year! Do you have an interactive, informative display or table top activity that would engage visitors and spread the word about the important work that you do? The NBS Harvest Fair is a great place to share your mission and resources with families from across Rhode Island – best yet, you'll be helping to support environmental education efforts throughout the Ocean State!

In keeping with our commitment to community and our non-profit partners, we are offering spaces to non-profit organizations with 501(c) (3) status a space free of charge. When you complete your application please include your 501 (c) (3) letter and make note on your application. If you are planning to sell anything, there will be a minimal fee of \$10.00.

This year, the Harvest Fair will be held on **Saturday, September 30 & Sunday, October 1, 2017, from 10:00 a.m. to 5:00 p.m. each day**. Our Harvest Fair Community Tent is designed for community groups to spread the word about their organizations and attract new audiences.

All booths in the Community Tent are encouraged to include an interactive element to their display. These simple activities help to draw visitors to your exhibit and provide memorable experiences for all attendees. Examples include games, tactile displays, take-home crafts, giveaways, or trivia contests.

Set up begins at 8:00 a.m. on Saturday morning; all vehicles must be completely unloaded and parked no later than 9:30 a.m. We provide plastic picnic coverings for all tables but encourage groups to bring their own creative displays, signage, and other decorations. NBS respectfully requests that balloons not be included in displays. All live animals must be cleared with NBS education staff in advance.

If you are interested in participating in this year's Harvest Fair Community Tent, please complete the enclosed application and return it to NBS, no later than September 23, 2016. Early registration is appreciated. Following registration, you will receive a confirmation packet with a parking pass and additional information. If you have any questions or would like additional information, please contact Pat Galuska at pgaluska@aol.com, 401-847-7315, 401-862-3991; or the NBS office at 401-846-2577.

Please review the following important guidelines for Harvest Fair 2017:

- Please fill out the application form in full and submit payment (if applicable) with your application. We accept checks (made out to NBS) or credit card (MasterCard, Visa, Discover); you may also visit the NBS office to pay in cash.
- For all 501(c) (3) participants who were not present at last year's Fair, we will require a deposit of \$25 to reserve your space and table. This fee will be returned on the day of the Fair. Space is limited and we want to ensure that everyone who wishes to participate will have the opportunity.
- All exhibitors are encouraged to have an interactive element in order to encourage participation and engage guests. Please describe your exhibit plans on the enclosed application form. You will also be provided with a number to call on Saturday or Sunday morning if you are running late or have other concerns.
- Set up begins at 7:00 A.M. Saturday morning. Advance set up may be available on Friday afternoon – please call in advance if you would like to set up early. All vehicles must be parked in designated areas no later than 9:30 A.M. each morning.
- Exhibitors will receive a parking pass at check in. Only one car per organization will be allowed to park in the Exhibitor's Lot; additional vehicles should park in the Main parking field.
- Please feel free to list special requests on your application form. We will make every effort to accommodate these; however, due to the high volume of exhibitors, we are unable to guarantee placement requests. Exhibits may not be moved on the morning of the fair.
- Community tent exhibitors will be given an 8x6-foot space underneath the tent. NBS will provide one 8-foot table and two chairs per organization; extras are available for an additional fee and must be reserved in advance.
- We will not be able to accommodate stand-alone displays or other setups on the fairgrounds.
- Exhibits may be left on or under assigned tables overnight on Saturday night. However, NBS cannot be held responsible in case of theft, loss, fire, or any act of vandalism in conjunction with the Harvest Fair or associated activities.
- During Sunday break down (5:00-6:00PM.), we ask that you remove all trash from your exhibit area.

Thank you! We look forward to seeing you at the 43rd Annual Harvest Fair!