

Dedicated to Outstanding Customer Service for a Better Community

S E R V I C E S O L U T I O N S S U C C E S S



January 4, 2012

RE: El Paso's Earth Day

Dear Prospective Vendor/Exhibitor,

The City of El Paso Environmental Services Department is sponsoring a fun-filled family day and educational event on April 21, 2012, to kick-off Earth Day celebrations in El Paso.

El Paso's Earth Day, which is in its second year, will be held from 10 a.m. to 2 p.m. at the Municipal Service Center, 7968 San Paulo Drive, next to Yucca Park and the Judge Marquez Library.

The outdoor event is free and open to the general public. It features music, games, food and promotes recycling, waste reduction and the preservation of the environment and of our natural resources.

We invite vendors and our public outreach partners to join us in going green by having a booth at our event. Space is limited, so please reserve a booth early.

There are no fees for booths. We will provide all vendors/organizations with one table and two chairs. (*Vendors must provide all other necessary equipment for their booths.*)

Thank you for your attention and consideration.

Sincerely,

Ellen A. Smyth, P.E.
Director

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susie Byrd

District 3
Emma Acosta

District 4
Carl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Cortney Carlisle Niland

City Manager
Joyce A. Wilson



Environmental Services Department
7968 San Paulo Drive, El Paso, TX 79907 • (915) 621-6700 • Fax (915) 621-6711
www.elpasotexas.gov



Vendor/Exhibitors Guidelines

- **Complete and mail your application by March 30, 2012.** Limited space is available. You will be notified by April 3, 2012 if your application has been accepted.
- Set-up by 9:30 a.m. Event starts 10 a.m.
- Booth assignments are made by event organizers. Vendors and exhibitors may not reassign themselves.
- Vendors/exhibitors must remain for the duration of the event and staff their tables at all times.
- Booth spaces are limited to a 10' X 10' location. Booth set-up may not exceed the 10' X 10' space unless approved by event organizers. **If you need additional space please ask event organizers.**
- Please limit your printed materials and place in bags if possible, to reduce trash. All vendors/exhibitors are responsible for removal of their own trash.

Event Details

- **Admission Fee:** FREE
- **Estimated Attendance:** 2,000 plus
- **Location:** Municipal Service Center, 7968 San Paulo Drive
- **When:** 10 a.m. to 2 p.m. Saturday, April 21, 2012
- **Parking:** Parking is available at the Municipal Service Center.

Questions?

Contact: Gloria Duran at urangx@elpasotexas.gov or 621-6702; or Tammy Fonce-Olivas at foncetd@elpasotexas.gov or 621-6754.

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Vendor/Exhibitor Application

DEADLINE: File your application by March 30, 2012.

For more information: Contact Gloria Duran at urangx@elpasotexas.gov or 621-6702; or Tammy Fonce-Olivas at foncetd@elpasotexas.gov or 621-6754.

Contact Person:

Business / Organization Name:

Address:

City, State, Zip:

Email:

Phone/Cell:

Which category are you requesting?

_____ Vendor (sales) _____ Non-Profit (informational)

***Please note there is no access to electricity**

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Application Check List:

- **Completed Application with your signature and contact information**
- **If a vendor, a description of the items you intend to sell**

Signature:

Date:

Please complete by March 30, 2012 and email to:

urangx@elpasotexas.gov

or mail to:

**ATTN: El Paso's Earth Day
7968 San Paulo Drive
El Paso, Texas 79907**

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