

MDEQ/MDNR/MDARD 2019 Earth Day Exhibitor Application

The 2019 MDEQ/MDNR/MDARD Earth Day celebration is scheduled for Wednesday, April 24, 2019. This event will once again take place at Constitution Hall in downtown Lansing. If your organization would like to host an educational exhibit at the 2019 Earth Day event, please complete **ALL** sections of this application and return it no later than **March 22, 2019** to the Earth Day event contact identified below.

EXHIBITOR CONTACT INFORMATION	
1. Name of your organization:	
2. Contact name:	3. Contact phone number:
4. Contact email address:	
EXHIBIT INFORMATION	
5. Name of your exhibit:	
6. Please provide a DETAILED description of your display and what students can expect to learn by visiting it. For example, is it a hands-on demonstration, what is it about, and what props you intend to use?	
7. How much time do you think that the average student would spend at your exhibit? <input type="checkbox"/> 5 minutes or less <input type="checkbox"/> 5 to 10 minutes <input type="checkbox"/> 10 minutes or more	
EXHIBIT LOCATION	
8a. Please choose an exhibit location preference (please select only one): <input type="checkbox"/> <u>Must</u> be inside Constitution Hall <input type="checkbox"/> Prefer inside, but can be outside in the tent <input type="checkbox"/> Prefer outside in the tent, but can be inside <input type="checkbox"/> <u>Must</u> be outside in the tent	8b. If your preference is that your exhibit <u>must</u> be either inside Constitution Hall or outside in the tent, please briefly describe why:

EXHIBIT LOGISTICS		
9a. Do you need access to a water source: <input type="checkbox"/> Yes <input type="checkbox"/> No	9b. If yes, please indicate the approximate volume of water that your exhibit will require: (gallons)	
10. Do you need electrical access: <input type="checkbox"/> Yes <input type="checkbox"/> No	11. How many 8-foot tables will your exhibit require: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	12. How many chairs will you require: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
13a. Do you need additional space for your exhibit? <input type="checkbox"/> Yes <input type="checkbox"/> No	13b. If yes, please indicate where additional space is required: <input type="checkbox"/> Behind the table(s) <input type="checkbox"/> In front of the table(s) <input type="checkbox"/> To the side of the table(s) <input type="checkbox"/> Other:	
14. Do you have any other special needs for your exhibit? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe these needs:		
15. Do you have any materials that you would like to have distributed in the approximately 100 "teacher bags" that will be provided only to teachers by the event staff? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe the materials: Please note that you will have to provide us with these materials prior to the event for them to be included in the preassembled bags or be prepared to distribute them yourself from your exhibit with approval.		
16. Please provide any other information about your exhibit that has not been addressed above:		

****NOTE** All non-State of Michigan exhibitors are now required to provide proof of commercial general liability insurance. Please see the accompanying instructions for information regarding this new requirement.**

Please submit the completed Earth Day exhibitor application and liability certificate to:

Rebekah Banas
 Air Quality Division
 Michigan Department of Environmental Quality
 P.O. Box 30260
 Lansing, MI 48909-7926
 Phone: 517-284-6739
 FAX: 517-241-7499
banasr2@michigan.gov

Proof of Liability Insurance Certificate Requirement

The Michigan Department of Technology, Management & Budget, which manages the State-owned property on which the Earth Day event is held, requires that all **NON-STATE OF MICHIGAN** exhibitors provide demonstration of commercial general liability insurance naming the State of Michigan as additional insured as a condition of participating in the event.

Certificate of Liability Insurance **MUST** state the following language:

“The State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees and agents are listed as additional insured.”

Minimum amount of coverage required:

\$1,000,000 per occurrence and \$2,000,000 aggregate

Event Information:

Name: State of Michigan Quality of Life Earth Day Event

Date: Wednesday April 24, 2019

Location: 525 W. Allegan St. Lansing, MI 48933

Liability insurance questions:

Please contact Larry Franklin at (517) 284-7958 or FranklinL@michigan.gov

Certificate of Liability Insurance must be received no later than **March 22, 2019** or your Earth Day exhibitor application may be denied. Please submit certificate via fax or email to:

Rebekah Banas
Office: 517-284-6739
FAX: 517- 241-7499
banasr2@michigan.gov