



# EDUCATION BOOTH APPLICATION

(Deadline April 30, 2020)

Agency/Organization name \_\_\_\_\_

Contact person \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ Cell phone \_\_\_\_\_ Fax number \_\_\_\_\_

Email \_\_\_\_\_ Website (if applicable) \_\_\_\_\_

**Before completing this application**, please refer to the *EDUCATION BOOTH INFORMATION SHEET*, available at [http://www.wifarmtechnologydays.com/eau\\_claire](http://www.wifarmtechnologydays.com/eau_claire) for important participation details.

**Describe your agency/non-profit organization and the educational message you intend to provide.**

(Note: This information will be used to describe your services in the official FTD program.)

**Electricity needed?** Yes(v) \_\_\_\_\_ (no charge, but **must** request at time of application)

**Wi-Fi needed?** Yes(v) \_\_\_\_\_ (additional cost, information provided with acceptance letter)

**Note:**

Participants providing only educational information (no sales allowed) are automatically covered under the master Farm Technology Days (FTD) liability insurance policy. If you need or wish additional liability insurance you may purchase 3-day coverage for approximately \$100. Information can be found under the exhibitor's resource page at [www.wifarmtechnologydays.com/eau\\_claire](http://www.wifarmtechnologydays.com/eau_claire).

\_\_\_\_\_  
Representative's Signature (electronic/typed name accepted)

\_\_\_\_\_  
Date

Submit applications electronically, to:  
[familyftd2020@gmail.com](mailto:familyftd2020@gmail.com) (Please use "education booth" in subject line)



# EDUCATION BOOTH INFORMATION SHEET

Thank you for your interest in the 2020 Eau Claire County Farm Technology Days (FTD) show, an educational exhibition of agriculture and agri-business innovations. The **July 21-23, 2020** event is hosted by Huntsinger Farms, Inc./Silver Spring Foods, Inc. An anticipated 45,000 people are expected to attend the 3-day event. The primary audience is likely those with diverse agricultural ties and/or living within 50 miles of Eau Claire.

We are pleased to invite and showcase local and statewide civic agencies and non-profit organizations who offer beneficial services to individuals in our community and surrounding areas. Below is pertinent information to assist you in making an informed decision about participation.

Education booths will be housed in the Rural Event Center (REC) coordinated by the Family Living Committee whose goal is to make the tent an inviting destination for individuals from broad backgrounds and interests. The opening ceremony, daily stage presentations, arts and craft vendors, an information table, a family sanctuary area, a quilt display, a photo exhibit and the host farm display also will be located in this tent.

Booths are generally 10' x 10'. Larger areas may be available if space allows; an explanation of needs must be included in the application. One (1) 8' table, 2 chairs, table skirting, and side draping will be provided. Participants must provide their own specialized lighting, fans, miscellaneous supplies, materials or other specialty needs. No sound system may be used.

## **Participation Criteria:**

- There is no cost to participate.
- You must participate each day of this 3-day event (**July 21-23, 2020**).
- Staffing is required whenever the show is open to the public:
  - Tuesday & Thursday 9 a.m. to 4 p.m.
  - Wednesday 9 a.m. to 7 p.m.
- Informational brochures and literature may be distributed; however, *no items may be sold*, including memberships.

## **Application Process:**

- An Education Booth Application (ie. space reservation) must be completed and emailed to the Family Living Committee at [familyftd2020@gmail.com](mailto:familyftd2020@gmail.com) no later than **April 30, 2020**. Reservations generally will be first come, first served. Late applications may be accepted if space is available.
- Electricity, if needed, **must be requested at the time of application**; there is no charge for this service.
- Wi-Fi service is available at an additional charge; further information will be provided at a later date.

## **Acceptance Process and Requirements:**

- The Family Living Committee will determine whether an application is acceptable and reserves the right to reject any and all applications.
- An Acceptance Letter, a contract to sign and information regarding Wi-Fi costs will be provided to those accepted. Applications not accepted also will receive formal notification.
- Participants will have a brief description of their services provided in the official FTD program. (Exception: late applications).
- Civic agencies and non-profit organizations providing ONLY educational information (no sales allowed) are automatically covered under the master FTD liability insurance policy. If you need or want liability insurance, you may purchase 3-day cover for about \$100. Information can be found under the exhibitor's resource page at [wifarmtechnologydays.com/eau\\_claire](http://wifarmtechnologydays.com/eau_claire).

### **Show Details:**

- Complimentary entrance tickets (2/day) will be provided to accepted education booth participants.
- Booth assignment is at the discretion of the Family Living Committee and will be considered final.
- Booth set up may begin the Saturday prior to the show and must be completed no later than 4:00 pm on Monday, July 20, 2020.
- Resources may be restocked daily; vehicle access to the tent is permitted only until 8:25 a.m. each day.
- The exhibit area must be kept clean throughout the show and left clean at the conclusion of the event.
- Participants are responsible for their exhibit inventory. Limited tent and ground security is provided daily after the show is closed to the public.
- Dismantling of booths may not begin until 4:00 p.m. Thursday, July 23, 2020.
- All booth materials must be removed by 4:00 pm, Friday July 24, 2020; security will no longer be provided after that time.
- An evaluation form will be provided to participants at the conclusion of the show.

### **Contact Information:**

- Questions related to Education Booth participation can be emailed to **familyftd2020@gmail.com**, use "Education Booth" as the subject.
- General information about the 2020 Farm Technology Days event can be found at [wifarmtechnologydays.com/eau\\_claire](http://wifarmtechnologydays.com/eau_claire).