



Calgary



Mayor's
Environment Expo

Inspiring and educating youth on environmental leadership and sustainability

**2022 Mayor's Environment Expo
Exhibitor Information Package**



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Introduction

Celebrating its 33rd anniversary, the Mayor's Environment Expo is held in conjunction with National Environment Week, the first week of June each year. The Mayor's Environment Expo inspires and educates Calgary's youth on environmental leadership and sustainability and fosters long-term partnerships that align with environmental stewardship and education. The goal of the Mayor's Environment Expo is to encourage and empower youth to take action to protect the environment, shaping tomorrow's leaders through environmental education.

On average, over 4,000 students and teachers attend the free event annually. However, in 2020, the Mayor's Environment Expo went virtual, reaching over 10,000 students and teachers, with expanded online offerings for 2021, reaching over 50,000 teachers and students.



For the 2022 Mayor's Environment Expo, The City is planning both in-person and virtual activities to:

- accommodate the evolving needs related to the COVID-19 pandemic,
- foster inclusion, and
- reach a broader audience in Calgary and the surrounding area.

Virtual sessions will run from May 30 through June 3, 2022, **coupled with in-person days on May 31 and June 1, 2022.**



Attendees will learn about initiatives taken by The City of Calgary, engage with local organizations, and meet schools enrolled in the EcoSchools Canada in Calgary program – showcasing their projects at City Hall. Furthermore, video recordings of virtual sessions will be available for teachers and students after June 7th and for the remainder of 2022.

This information package contains:

- information on how to [apply to exhibit](#) at the 2022 Mayor's Environment Expo;
- information for exhibitors; and
- key dates and deadlines.

Thank you for your interest in participating. Email expo@calgary.ca or call 403-818-4539 if you have any questions not covered in this information package.

Exhibitor information and requirements

To exhibit at the Mayor's Environment Expo you will be required to:

- 1) Be able to exhibit on **BOTH** May 31 and June 1, 2022*
*EcoSchools Canada schools exhibiting at Expo can choose to come for one or two days
- 2) Not offer any giveaways/handouts to students
 - Stamps are ok
 - Information for teachers only is ok but cannot be on the table
- 3) Fill in and submit the [application form \(online\)](#)

Learning Commons (Exhibits)

The Learning Commons (exhibitor hall) takes place in the Atrium of the Municipal Building. This spacious venue provides a unique setting for over 40 environmental exhibits. Exhibits are from EcoSchools Canada school projects or incorporate one or more of the following theme areas, tied to our Environment Strategy goals;

- Nature and healthy ecosystems
- Watershed management
- Clean Air
- Zero Waste
- Sustainable transportation and land use
- Climate change and energy
- Green government

Information needed from all session hosts

Each exhibitor for the 2022 Mayor's Environment Expo will need have the following to complete the [online application form](#) by May 2, 2022;

- Organization and contact information
- Booth title
- Requirements
 - Let us know if you have any specific requirements such as a double table or large booth space needed, access to electrical, loading dock access, wifi access, extra chairs, and so on.

How to apply to participate

To apply to participate in the 2022 Mayor's Environment Expo, access the [2022 application for exhibitors](#), answer questions and submit the form by May 2nd, 2022.

A small thumbnail image showing a person's hands holding a pen over a document titled "Mayor's Environment Expo".

2022 application for exhibitors

Thank you for your interest in participating in the 2022 Mayor's Environment Expo! We are planning in-person Expo activities on May 31 and June 1, 2022.

If you have any questions or would like to have a copy of the exhibitor information package, please contact Lindsay Luhnau, Environmental Outreach Coordinator at 403-818-4539 or email expo@calgary.ca.

Please complete application(s) by May 15, 2022.

Guidelines

1. **Exhibits must be educational** and appeal to one or more of our school audiences. As you likely are aware, the more interactive and hands-on your display is, the greater the educational benefit
2. **Each booth must be staffed during the operating hours of the Expo 9:00am-3:00pm.** It is the responsibility of each exhibitor to ensure that all display material and area is kept tidy.
3. **The distribution of flyers and giveaways is not permitted** at the Expo. We have found that they actually distract the children from learning and asking questions.
4. The **Expo is neither a trade show nor a commercial retail opportunity.** It is City policy that there will be no selling of items in the Atrium (the display area of the Municipal Building). However, "no-fee" raffles/draws for prizes directed toward students or schools are acceptable.
5. There is no cost for exhibit space. All requests for space will be reviewed and determined by the Mayor's Environment Expo Organizing Committee.
6. The City of Calgary will provide a standard booth space [1.83 m (6 ft) wide and 1.2 m (4 ft) deep]. Tables are 6ft long by 2 ft wide. A limited number of 3 m (10 ft) wide spaces are available for those with 3 m (10 ft) wide display stands. A skirted table and two chairs will be provided if requested on the application form. Exhibitors requiring more than a 1.83 m (6 ft) space should clearly indicate this need in the appropriate location on the Application Form. Two compatible groups can share a space.

7. Exhibitors will be provided with wipes and hand sanitizer for each booth. Exhibitors are required to follow COVID cleaning protocols which will be at minimum to **clean high touch surfaces** at least every 30 minutes but may include extra cleaning protocols that are in place at the time of the Expo.
8. Exhibitor applications are usually always approved unless we feel that your booth does not fit the educational or overall spirit of the Mayor's Environment Expo. If we have any questions, we will contact you for further follow-up.
9. Once you have been accepted, you will receive an exhibitor handbook detailing the logistics of your attendance.
10. All exhibits are to be set up on Monday (**May 30, 2022**) between 1:00 pm and 6:00pm, or the morning between 7:30 am and 8:30 am, and are not to be taken down before 3:00pm of the last day. Overnight storage is provided, and security will be on duty 24 hours a day as well.
11. The loading dock is **open only until 5:00pm** for set up and take down. Please indicate on your application form if you will require the loading dock.
12. **Vehicles must not be left in the loading dock.** Vehicles are to be unloaded quickly in the dock. Volunteers will move materials to the Atrium while exhibitors park their vehicles. After parking, exhibitors are to report to the Information Desk where the booth locations are posted.
13. Although the Expo operates between 9:00am and 3:00pm, please be aware that the Atrium of the Municipal Building is open to the public from 6:00 a.m. to 6:00 p.m. each day. Limited security service is provided during that time. The City is not responsible for vandalism or theft of valuables left at the booth during the event or off-hours. **A secure night-time storage area is available.** Day-time storage space is limited to the Atrium within the confines of assigned booths. Each exhibitor is responsible for the security and maintenance of their exhibit materials. The City will not be held liable for any loss, theft, damage or otherwise of property in connection with exposition activities.
14. Exhibitors may include an audio/visual presentation provided that the **volume is kept low enough so as not to interfere with other exhibits or building operations.** Such presentations may need to be scheduled intermittently throughout the day to enhance the visitor experience. If electrical power is required, please mark the form accordingly.
15. **Indemnification** - The applicant shall indemnify, defend and hold harmless The City of Calgary and all of its employees, officials, officers and authorized representatives from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, costs and fees of whatsoever kind or nature arising by reason of any act, error, omission or fault by the applicant or anyone acting under the applicant's direction or control or on its behalf in connection with or incidental to the use of this facility.

Dates and deadlines

Below is a list of essential dates and deadlines for Exhibitors at the 2022 Mayor's Environment Expo.

| Item | Deadline or date required by |
|---|------------------------------|
| <p>2022 application for exhibitors Each exhibitor for the 2022 Mayor's Environment Expo will need complete the online application form.</p> | May 2 nd , 2022 |
| <p>Event set up All exhibits are to be set up on Monday (May 30, 2022) between 1:00 pm and 6:00 p.m., or the morning of the first day (May 31, 2022) between 7:30 a.m. and 8:30 a.m.</p> | May 30 th , 2022 |
| <p>Exhibit takedown Exhibits are not to be taken down before 3:00 p.m. of the last day (June 1, 2022). Overnight storage can be provided, and security will be on duty 24 hours a day as well.</p> | June 1 st , 2022 |

