

Lawrence Energy Conservation Fair

Saturday, October 18, 2025, 10:00 a.m. – 2:00 p.m.

Participation Guidelines

The City of Lawrence would like to invite you to take part in the **2025 Lawrence Energy Conservation Fair on Saturday, October 18, 2025**, from **10:00 a.m. to 2:00 p.m.**, at the **Lawrence Public Library** (auditorium) at 707 Vermont Street.

The Lawrence Energy Conservation Fair seeks to educate the community regarding the positive impact of energy conservation and to provide residents with information, services, and product ideas directed toward improving energy efficiency.

EXHIBITORS

- Cost: There is no exhibitor registration fee.
- A table, approximately 2' x 5', and two chairs will be provided for each exhibitor.
- Power: available to a limited number of spaces, so please get your request in early.
- **SET-UP begins at 9:00 a.m.** on the day of the event. The event hours are 10:00 a.m. to 2:00 p.m. Please NO late set-up or early break-down of displays.
- Once your registration has been received and approved, you will receive email confirmation of your reservation.
- All requests for exhibit space are filled on a first-come, first-serve basis according to arrival of completed registration.
- Displays cannot exceed or obstruct the view of adjacent booths.
- Audio-visual equipment should not interfere with other exhibitors.
- Exhibitors must check with event coordinators before hanging any decorations, signs, banners, etc. on the walls. An event coordinator must approve the location and method of installation. Bring painter's tape if you plan to hang any signage on the wall.
- There are NO carts for unloading available. Bring your own.
- Recycling bins will be provided for exhibitor use. Please utilize these recycling bins before, during, and after the event for all recyclable materials.
- There are drinking water fountains nearby and coffee will be provided during the event. Please bring a reusable beverage container to reduce waste.

Exhibitor Registration Deadline: Complete the exhibitor registration form online **by Monday, October 6th**. Approximately one week prior to the event, approved exhibitors will receive event instructions, including an exhibitor map.

Guidelines for Displays

The Lawrence Energy Conservation Fair is a family-oriented, energy conservation-themed event. Exhibitor applicants must have a display that is topic appropriate. The City of Lawrence specifically reserves the right to deny participation to any business/organization, and/or to remove any display or exhibit, which they consider inappropriate for the event.

Space is not guaranteed, so submit your application early. Applicants must complete the registration in full. Applicants will be responsible for transporting their display in and out of the venue. The City of Lawrence is not responsible for any damage to any display. **Late set-up and early break-down of displays are NOT allowed.** The event starts at 10:00 a.m. and ends at 2:00 p.m. It is important to give everyone the opportunity to enjoy the full event.

SPONSORSHIP OPPORTUNITY

- Sponsor at \$200 and receive logo placement in advertisements, posters, and display board at the Fair.

Sponsor Registration: Complete the registration form online and submit payment to the address below. Also, please upload your logo on the registration form online or submit an electronic version for advertising purposes to sustainability@lawrenceks.gov.

Please make checks payable to “City of Lawrence” and mail to:

City of Lawrence Sustainability Department
Lawrence Energy Conservation Fair
P.O. Box 708
Lawrence, Kansas 66044

We look forward to having you as a Sponsor and/or Exhibitor at the 2025 Lawrence Energy Conservation Fair. If there are questions, please email sustainability@lawrenceks.gov.