

Cupertino Earth & Arbor Day Festival

April 20, 2024 | 11 am to 3 pm

Partner Guide- Zone 2



Event Overview

Event Location	Cupertino Library Park 10800 Torre Avenue
1. Unload	<p>Enter City Hall Parking Lot from Rodrigues Ave and continue south to the field to Unloading Zone 2. Direction available on Google Maps or view on Apple Maps.</p> <p>Unloading time is between 9 and 10 am. All cars must be out of the unloading zone by 10 am.</p> <p>We will have volunteers available to help move items from unloading zone to your booth location.</p>
2. Park	<p>See map below for unloading and parking directions. Space is limited so come early.</p> <p>Staff/volunteers arriving later or in additional vehicle can get free parking at Prometheus Parking Garage located at 20380 Stevens Creek Boulevard, (a quick 6-minute walk to the event).</p>
3. Check-in/ Booth location	After parking, go to the registration/information table (A1-A2 on the map below) and turn in your waiver. At this time, we will confirm your booth location.
Required Documents	<p>➤ Hold Harmless Waiver (<i>one copy for each individual tabling, staff or volunteer</i>)</p> <p>No parking pass needed.</p>
Additional information	<ul style="list-style-type: none"> • Bring a canopy and tablecloth. No power is available. • Meals from food trucks are available for purchase. • No Insurance Coverage. • Urgent Contact information



Arrive between 9 and 10 am and follow these steps:

UNLOAD:



- Unloading will be in the library parking lot, Zone 2 marked in blue on the map on the next page. **Enter through Rodrigues Ave, big blue Star.**
- Pull forward to allow cars to enter behind you.
- Volunteers will help you unload from your car and bring your items to your booth space.

PARK:

To ensure ongoing friendly relations with the library, who shares our parking lot, we have designated two parking locations for our partners and an additional passenger unloading zone.



1. About 50 spots in City Hall Parking Lot: VENDORS ONLY

[Google Map](#)

Enter the City Hall parking lot from Rodrigues Ave. This **single space designation per organization** is meant to encourage carpooling and alternative forms of transportation.

2. City Center Parking Garage (See map on next page): VENDORS AND ATTENDEES

[Google Map](#)

Located a block away, this convenient site offers FREE spaces for all volunteers/staffers joining us on Saturday. To access the lot from Stevens Creek, take a right onto Torre Ave and the first right onto Cali Ave. The garage will be on your right. The lot can also be accessed from Rodrigues. Simply take a Left onto Torre Ave, and then your 2nd Left onto Cali Ave.

3. Ride Share Drop-off

[Google Map](#)

Conveniently located on the corner of Pacifica Dr and Torre Ave.

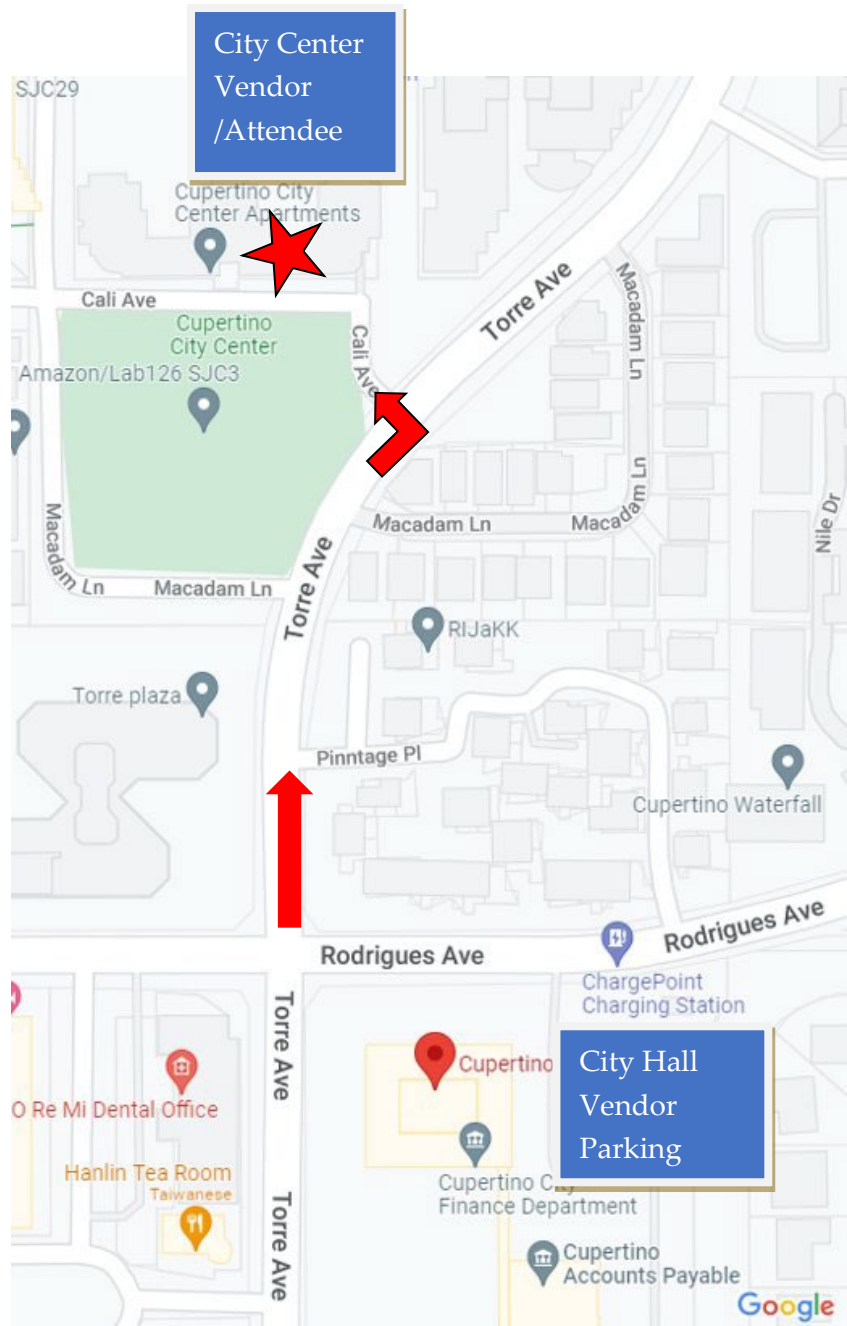
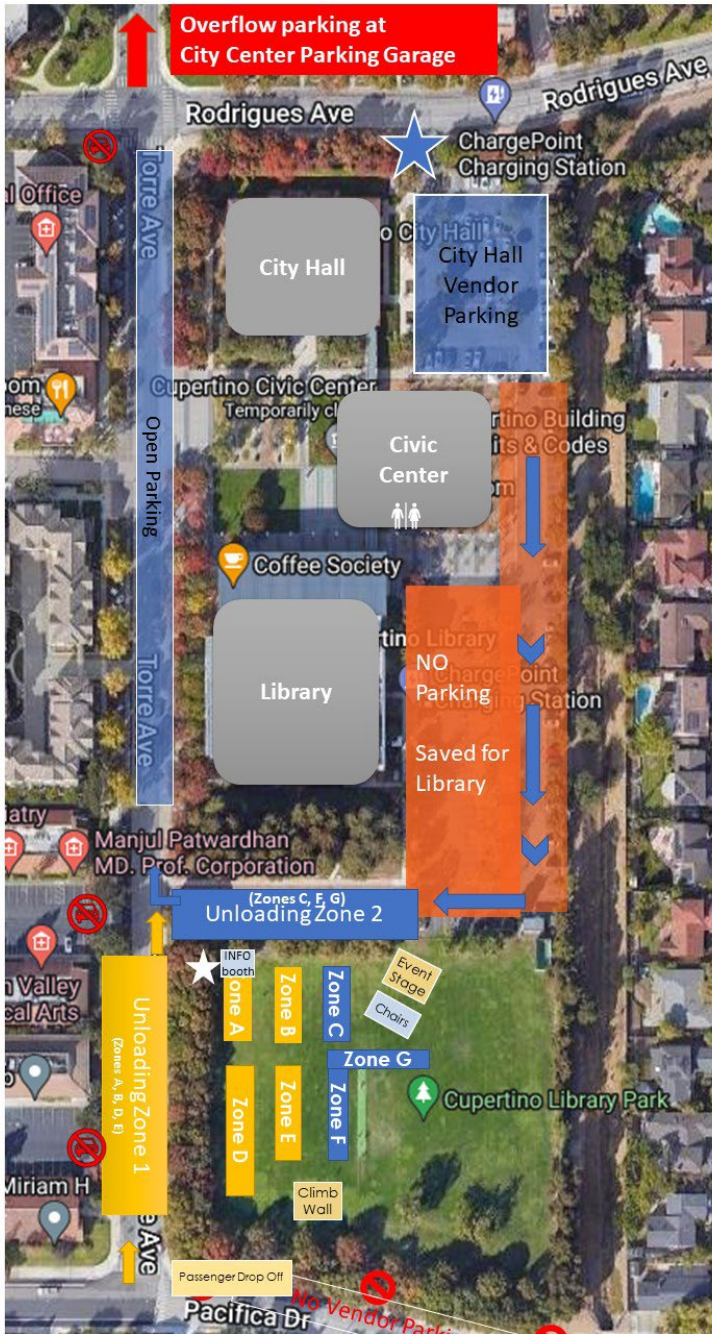


Check-in:

Please visit the registration/information booth (A1-A2) indicated by a white star on the layout map below before proceeding to your assigned booth.



Cupertino Earth & Arbor Day Festival 2024 Partner Guide- Zone 2



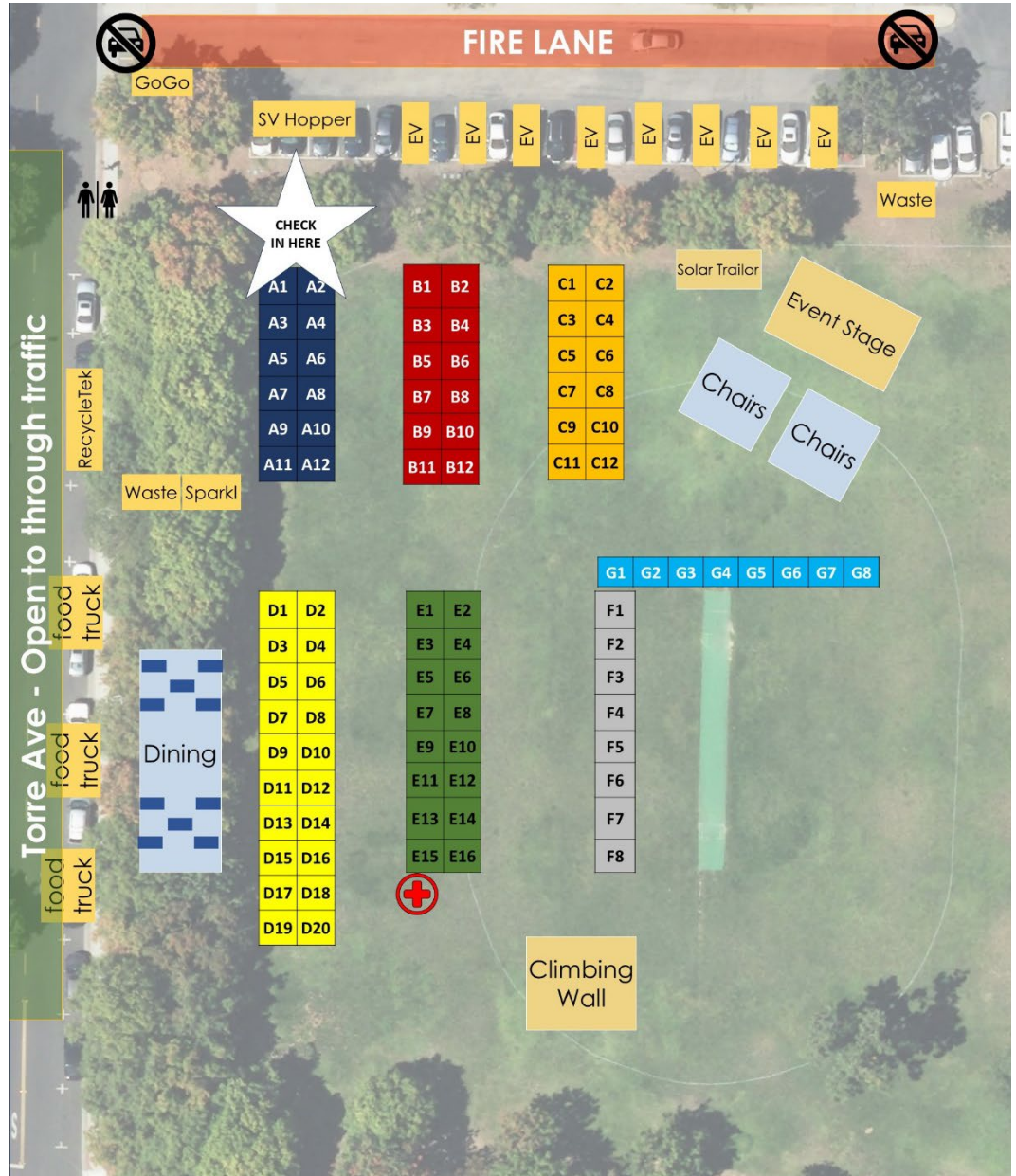


Partner Locations & Event Layout

Please find your *tentative* booth assignment on the following pages. Please note layout is subject to change. Please email me immediately if you think there is a mistake to your assignment.

Things to note:

- After parking, check in at the **information booth (white star) A1-A2**, before heading directly to your table as your booth location may have changed.
- There are no dispersed waste stations. This is a zero-waste event.
- The medical booth is located at E15.
- Water jugs are located at the information booth, dining tables, and stage area for refilling your water bottles.





Company Name	# of Booth Spaces	Booth Assignment
A Compassionate World	1	E7
Asian American Youth Association	1	D14
ATT Fiber	1	F4
BAAQMD	1	C11
Bethel Lutheran	1	B1
Betty Boba	2	A10, A12
Blue Lake Packaging	1	C7
Boyscouts of America, troop 400/2400	1	D10
Breathe California	1	C9
Bridge Road International Youth	1	D5
Budget/ Finance Division	2	A6, A8
Building Division	1	G2
Bye Bye Mattress	1	D2
Camp Integem	2	D17, D19
Citizen Climate Lobby North	1	C6
Climate Reality Project: Silicon Valley Chapter	1	G6
County of Santa Clara, Public Health Department	1	A4
Cupertino Change Agents	1	D11
Cupertino De Anza Lions	2	E9, E11
Cupertino For All	1	B4
Cupertino Poet Laureate	1	E10
Ecovalley	1	D13
Eden Housing + Architects FORA	2	B3, B5
EKAM USA	1	F2
Electric Vehicle Association - Silicon Valley Chapter	1	Street
Eternal Health Wellness	1	B9
Everything Starts Small	1	G5
FabMo	1	D9
Farm Fresh to You	1	A3
Humble Bites	1	A5
Hungyun Art	2	F7, F8
League of Women Voters Cupertino-Sunnyvale	1	B2
Let Nature Sing, Inc	2	G3, G4
Library (GoGoBiblio)	1	Street
McClellan Ranch	1	E3
MRC First Aid Booth	1	E15
NCA Hiking Heroes	1	D12
New York Life Insurance Company (Mathew)	1	G8
New York Life Insurance Company (Lucy)	1	B6
Office of Emergency Management	1	E16



Company name	# of Booth spaces	Booth Assignment
Parks and Rec	1	E8
Peninsula Humane Society & SPCA / South Bay Wildlife Center	1	E5
Recology Zero Waste Booth	2	Trees
RecycleTek	1	Street
Registration Booth	2	A1, A2
RoBobcats Robotic Club	1	D15
Rolling Hills 4-H Club	2	D16, D18
Rooted In Ewaste Cupertino Inc.	1	D6
S&S Charity	1	F3
Sacomuro Corporation dba La Pizzeria	2	A7, A9
Safe Routes	1	E2
Safesplash Swim School	1	D8
Santa Clara County - Youth Task Force	1	D3
Santa Clara County Green Business Program	1	B11
Santa Clara County Household Hazardous Waste Program	1	D4
Santa Clara Valley Beekeepers Guild	1	E13
Silicon Valley -Technology, Art, Green & Sustainability (SVTAGS)	1	C3
Silicon Valley Youth Climate Action	1	C8
SJ Water	1	E1
Sparkl Reusable	1	Trees
St. Jude's Episcopal Church Climate Committee	2	B8, B10
Star One Credit Union	1	B12
Sustainability Commission	1	D1
SV Hopper	1	Street
Silicon Valley Clean Energy	2	C10, C12
The Art of Living Foundation	1	B7
The Source Zero	1	D7
ThinkOfNature	1	G7
Tino Eco	1	D20
Tree Division/ Medians	2	G1, F1
Tzu Chi Foundation	1	E14
Utmost Atmos	1	C4
Valley Health Plan	1	C5
Valley Water	1	A11
Walk Bike Cupertino	2	C1, C2
Water Efficient Gardens	2	E4, E6
Wildfire Awareness Initiative	1	E12
Youth Environmental Powers Initiative (YEPI)	2	F5, F6

Set-up, Tables, and Chairs, and What to Bring

- 1. Tables:** All city partners will have ONE 6' x 30" table and TWO folding chairs available for your use, unless additional spaces were purchased on Eventbrite or confirmed with staff. You should consider bringing a **tablecloth** for your table, as the tables are quite basic (i.e. plywood).
- 2. Canopies:** The city DOES NOT provide canopies or umbrellas for partners. You are encouraged to bring one, but it can be no larger than 10x10 to fit in each space.
- 3. No Electrical Access:** Please remember that this field **does not have any electrical outlets**. Portable electric batteries are allowed. No gas generators.
- 4. Other Items to Consider Bringing:**
 - **Reusable Water Bottle** – water jugs will be located around the festival for your use. This is a zero waste event and we will not be providing disposable cups unless specifically requested.
 - **Sunscreen and Hat**
 - **Money for Lunch** - you can visit our wonderful food trucks on site!

Amenities and Food

Community Hall is well equipped with bathrooms and water fountains. Cupertino will also provide portable toilets and water stations, so be sure to bring your reusable water bottle.

Lunch: The City will be hosting food trucks again this year. There are also several restaurants located within walking distance.

Insurance & Liability

Please know that the City does not provide insurance for event participants. Tabling partners, vendors, and entertainers are responsible for carrying their own coverage.

The City **requires** all Festival participants to sign a [Waiver of Release](#), agreeing to hold harmless the City, its officers, officials, employees and volunteers from and against any claims, loss, liability, demands, damage, and expense to the extent arising from participation in this year's Cupertino Earth and Arbor Day Festival offered by the City of Cupertino.

Please bring your signed agreement (attached) to the registration booth on Saturday OR email the signed copy to victoriam@cupertino.org prior to the event date. We need one waiver for every individual tabling at your booth. We cannot permit any organizations to participate in the festival that have not signed the agreement, so please do have a signed copy at registration. Thank you in advance for your understanding of and compliance with this requirement.



Promote

Check out our website at Cupertino.org/EarthDay. Please feel free to share or display the Earth and Arbor Day flyer with your network to promote the event.

Contact

If you have additional questions before the event, please direct your inquiries to:

Victoria Morin – 408-777-3242 / victoriam@cupertino.org DAY OF EMERGENCY – 805-403-3293

And Finally....THANK YOU!

THREE CHEERS in advance to ALL of our eco-exceptional partners for helping to make this annual event a GIANT SUCCESS!



Earth and Arbor Day Festival

Saturday, April 20
11 a.m. to 3 p.m.
Library Park Field

