This registration form is for anyone wishing to be a presenter, vendor/exhibitor, or both at Back to Basics. Please choose which role you are submitting a registration proposal for and fill out the form accordingly.

☐ Presenter  ☐ Vendor/Exhibitor  ☐ Both

Below is a brief description of the event guidelines. Should your proposal be accepted, more information will be sent to you as the day draws near.

**WORKSHOP PRESENTERS:**

**Presenter proposals are due Saturday, November 9th!**

Single sessions will be 1 hour in length, and double sessions will be 2 hours in length with a 25-minute break in the middle of the session. HDT provides a $30 workshop stipend per single session and a $60 workshop stipend per double session. Double sessions should include an information portion, as well as some type of hands-on portion. Try to avoid a 2-hour "lecture-type" presentation. If you have presented in the past, you might consider offering a more advanced "Part 2" to your previously offered topics. Workshops typically have a maximum of 27-35 participants, depending on the size of the location you are assigned. Please note on your registration if you would like to set a smaller maximum for your workshop. Presenters may attend other workshops for a fee of $6 per single session, and $12 per double session, as long as it does not interfere with clean-up or set-up for the sessions they are teaching. Prior registration is required. You will need to arrive at least 20 minutes before your first session begins for check-in and set-up. We offer a complimentary lunch for our presenters; advanced registration is required.

**After reading the Workshop Presenter Guidelines, please initial here.______**

**VENDORS/EXHIBITORS:**

Vendor/Exhibitor registrations will be accepted up until the day of the event, as space allows. **Note:** Registrations received after November 9th will not be included in printed promotional materials.

Booths are available for $30 per space. Booths are approximately 8’ x 8’. One table per booth will be provided if indicated on your form. Electricity is available for an additional $5 on a limited basis and must be requested in advance. Set-up times will be from 5PM-7PM on Friday, and 7AM-8AM on Saturday. Event hours are from 8:00AM – 5:00PM. You must be set up until the last workshop begins at 3:45PM. You may stay set up until the event closes at 5:00PM, if you so choose. The vendor area will close to shoppers at 5:00PM and must be emptied and clean by 6:00PM. Vendors/Exhibitors may purchase a lunch for $9 (advanced registration for lunch is required). Vendors/Exhibitors may attend workshops for a fee of $6 per single session or $12 per double session if someone else can manage your booth (registration at morning check-in or before is required). If you would like to offer a door prize, we will place a bucket at your booth where attendees can drop in a ticket with their name pre-printed on it. Event staff will come around at 3:30PM to have you draw a winning ticket and collect the prizes. Winners will be posted on the stage in the Commons. As always, the public is welcome to enter the vendor/exhibitor area at no charge.

**Cancellation Policy:** Vendors/Exhibitors who are unable to attend the event should contact event staff at b2b@happydancingturtle.org. Cancellations received by noon on Monday, February 3, 2020 will receive a refund minus a $5 processing fee. No refunds will be issued after 12:00 PM on February 3.

**After reading the Vendor Exhibitor Guidelines, please initial here.______**
CONTACT INFORMATION – REQUIRED FOR ALL

Business/Org. Name: ____________________________________________________________

Contact Name: ________________________________________________________________

Mailing Address: ________________________________________________________________

City: ____________________________ State: ____________ Zip: ________________

Phone: __________________________ Day of Event Mobile Number (if different): _____________

Email: __________________________ Preferred Method of Contact (phone, email, etc.): ___________

Website: ________________________________________________________________

☐ Please sign me up to receive the Happy Dancing Turtle E-Newsletter.

PRESENTERS – PLEASE COMPLETE THIS SECTION

Workshop Information

You may present single (1-hour) workshops and/or double (2-hour) workshops. If you would like to present more than one workshop, fill out both sections. Please note: Single and double sessions run concurrently, so sign up carefully! If you are flexible in the times you can present, check all that apply. Please write the exact title and a brief description, in paragraph form, for each workshop. This will be used in our participant brochure as it is written. Note: if you register with a co-presenter, all contact, including workshop stipend, will be directed to the primary presenter.

Preferred Time: Please indicate below if this is a single or double session, and check all the times you would be available to present this workshop.

Single Session Times:
☐ Single 1 (10:15-11:15)  OR  Double Session Times:
☐ Single 2 (11:40-12:40)
☐ Single 3 (1:00-2:00)
☐ Single 4 (2:20-3:20)
☐ Single 5 (3:45-4:45)
☐ I have no time preference

OR

☐ Double 1 (10:15-12:40) (w/ break from 11:15-11:40)
☐ Double 2 (2:20-4:45) (w/ break from 3:20-3:45)
☐ I have no time preference

Full Name & Business/Org. of Co-presenter(s) if applicable: __________________________

Workshop Title: ________________________________________________________________

Workshop Description: ________________________________________________________

Preferred Maximum # of participants: _________  Would you like a Workshop Assistant? YES ☐ NO ☐

Session Requests (PowerPoint projector/screen, running water, electricity, etc.): ____________

If you would like to present a second workshop, please fill out the information below:

Preferred Time: Please indicate below if this is a single or double session, and check all the times you would be available to present this workshop.

Single Session Times:
☐ Single 1 (10:15-11:15)  OR  Double Session Times:
☐ Single 2 (11:40-12:40)
☐ Single 3 (1:00-2:00)
☐ Single 4 (2:20-3:20)
☐ Single 5 (3:45-4:45)
☐ I have no time preference

OR

☐ Double 1 (10:15-12:40) (w/ break from 11:15-11:40)
☐ Double 2 (2:20-4:45) (w/ break from 3:20-3:45)
☐ I have no time preference

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Full Name & Business/Org. of Co-presenter(s) if applicable: ________________________________

Workshop Title: ________________________________

Workshop Description: ________________________________

Preferred Maximum # of participants: ________ Would you like a Workshop Assistant? YES NO

Session Requests (PowerPoint projector/screen, running water, electricity, etc.): ________________________________

VENDORS/EXHIBITORS – PLEASE COMPLETE THIS SECTION

Please list the products/services you will be selling or the type of information you will be sharing. Be as detailed as possible, as we use this information in planning booth placement and in event promotion.

How are your products/services/information related to sustainability?

First and Last Name(s) for all Nametags: ________________________________

Booth Information

Please fill out the information below to help us understand your needs for the day. Booth spaces are approximately 8’x8’. Double booths and spaces with electricity are limited and available on a first come, first served basis. There is an additional fee of $5 for electricity. One table per booth space is available if needed; you are welcome to bring your own table(s).

Please circle your choices:

<table>
<thead>
<tr>
<th>Booth Space:</th>
<th>Single Booth ($30)</th>
<th>Double Booth ($60)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table:</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Chairs:</td>
<td>0 1 2 3</td>
<td>Electricity: Yes ($5) No</td>
</tr>
<tr>
<td>Will you be donating a door prize?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Do you have any additional space requests? ________________________________
LUNCH, KIDS PROGRAM, & FEES – REQUIRED FOR ALL

Lunch: Happy Dancing Turtle will provide complimentary lunch to our presenters, but we do require that you register for lunch in advance to help us ensure accurate numbers. Vendors/Exhibitors may purchase lunch for $9. A limited number of lunches may be available for purchase the day of the event.

How many complimentary presenter lunches would you like? (Note: please only select more than one if you have a co-presenter.) 0 1 2 3

Kids’ Program: We offer Kindergarten - 6th Grade Kids’ Activities on the day of the event. This full-day program (8:30AM – 5:00PM) is $20/child and includes fun lessons, games, crafts, and lunch. Activities are both indoors and outdoors, so please make sure your child(ren) are dressed appropriately! Note: Students in 7th grade and above are welcome to register as an adult.

Help Support our Work: Happy Dancing Turtle, a nonprofit passionate about sustainable living education, is excited to continue to offer this unique educational opportunity. We wish to keep prices affordable for all and appreciate your support! If you would like to become a B2B Enthusiast by forgoing your stipend or donating to our event, you will be recognized at the event. Note: If you are interested in supporting B2B with a larger sum, please consider being a sponsor, as many of the sponsorship levels include booths.

☐ Yes, I would like to become a B2B Enthusiast by donating $_____ to the event.

☐ Yes, I would like to become a B2B Enthusiast by forgoing my presenter stipend.

Please complete and enclose fees accordingly:

Vendor Space Fee - $30 per space (approx. 8’x8’) Qty. _____ @ $30= ______
Lunch Qty. (do not include complimentary presenter lunches) _____ @ $9= ______
Electricity _____ @ $5= ______
Donation $______
K-6 Kids’ Program - ($20 per child, lunch incl.) # of kids _____ @ $20= ______
Kids’ Names: ________________________ Grade: _______
______________________________ _______
______________________________ _______

Total Fees Enclosed $_______
*Make checks payable to Happy Dancing Turtle

Thank you! We value your participation!

Happy Dancing Turtle 2331 Dancing Wind Rd SW, Suite 1 Pine River, MN 56474
Phone: 218-587-2303 www.happydancingturtle.org b2b@happydancingturtle.org