



# The 17<sup>th</sup> Annual Back to Basics

**Presenter and Vendor/Exhibitor Registration Form**  
Saturday, February 11th, 2023 - 8:00AM-5:00PM  
Co-hosted by and located at Pine River-Backus Schools

Please complete and return as soon as possible or  
**Register online at:**  
[www.happydancingturtle.org](http://www.happydancingturtle.org)

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 Friday, November 18<sup>th</sup>!**

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 \$50 workshop stipend per single session and a \$100 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. You may attend other workshops for a fee of \$7 per single session, and \$14 per double session, as long as it does not interfere with clean-up or set-up for the sessions you are presenting. Prior registration is required. You will need to check in at least 30 minutes before your first session begins. 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 18th will not be included in printed promotional materials.**

Booths are available for \$40 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 \$10 (advanced registration for lunch is suggested). Vendors/Exhibitors may attend workshops for a fee of \$7 per single session or \$14 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](mailto:b2b@happydancingturtle.org). Cancellations received by noon on Monday, January 30, 2023, will receive a refund minus a \$5 processing fee. **No refunds will be issued after 12:00 PM on January 30.**

**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 call, email, text): \_\_\_\_\_

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)
- 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 Session Times:

- 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

OR

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 (computer, 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)
- 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 Session Times:

- 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

OR

Full Name & Bussiness/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 (computer, 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:

<b>Booth Space:</b>	Single Booth (\$40)	Double Booth (\$80)
<b>Table:</b>	Yes	No
<b>Chairs:</b>	0	1 2 3
<b>Electricity:</b>	Yes (\$5)	No
<b>Will you be donating a door prize?</b>	Yes	No Undecided

Do you have any additional space requests? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## LUNCH & 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

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, you will be recognized at the event. If you are interested in supporting B2B with a larger sum, please consider being a sponsor.

- 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 - \$40 per space (approx. 8'x8')	Qty. _____	@ \$40= _____
Lunch Qty. (do not include complimentary presenter lunches)	_____	@ \$10= _____
Electricity	_____	@ \$5= _____
Donation		\$ _____

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

**Thank you! We value your participation!**



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Phone: 218-587-2303 [www.happydancingturtle.org](http://www.happydancingturtle.org) [b2b@happydancingturtle.org](mailto:b2b@happydancingturtle.org)