

Maui Nui Botanical Gardens' Lā 'Ulu 2021

Education Booth Guidelines

Mahalo for being a participant at Maui Nui Botanical Gardens' Lā 'Ulu 2021. In preparation for our big weekend, we are providing the following guidelines to help make the event run as smooth as possible. Please take a moment to review the information below and feel free to contact us if you have any questions.

E Mālama i ka 'Āina

Lā 'Ulu 2021 will be a **waste-free event** and we are asking all participants to use items that are biodegradable and recyclable! For your convenience, recycling containers will be located throughout the garden. We also encourage you to use recycled paper for your handouts. Please take your trash home with you. We estimate about 500 visitors a day joining us at Lā 'Ulu 2021, and we look forward to having your booth educate them about how to mālama our 'āina.

General Information

- The event will be held on Saturday, September 4th from 10:00 a.m. to 3:00 p.m. at Maui Nui Botanical Gardens, located at 150 Kanaloa Avenue in Kahului, across from the War Memorial Stadium.
- Set-up will be from 8:00 to 9:30 a.m. Break-down will begin at 3:00 p.m.

If you have questions, please contact Tamara at (808) 249-2798 or at tamara@mnbg.org.

Caring for our Garden

- MNBG features some of the rarest coastal native plant species within Maui Nui. For us to protect them, please do not bring plants or soil into the garden without prior approval.
- Please help us mālama our plants and do not go into our plant beds or pick materials without prior permission. If you see an event participant doing this, please kindly ask them to refrain from doing so or you may notify MNBG staff or volunteer.
- Please beware that we have flagged or coned irrigation above and below the ground when setting up.

Fundraising

- If you are a non-profit, you may fundraise for your organization by soliciting donations and selling items such as t-shirts, memberships, resale items, etc. **If you would like to sell food, handmade crafts, or plants at your booth, please apply as a vendor rather than a nonprofit.**

Food and Beverages

- There will be food and drink vendors at the event. We encourage you to support our food vendors and purchase your lunch at the event. Especially if you like 'ulu!

Restrooms

- Restrooms (lua) are available across from our office and there will be portables located near the former playground area.

Booth Details

- You will be given a 10'x10' space.
- Please bring your own resources: table cloths, duct tape, scissors, stakes, string, etc. Tabletops are 29.5" x 71.5" (standard 2.5' x 6' folding type).
- Prepare for wind! Bring rocks and/or paperweights to weigh down pamphlets and brochures.
- Staff will guide you to your booth locations. **There is some flexibility in booth locations for those providing their own tents. Please ask a staff member before moving.**
- You are welcome to visit the Gardens prior to the event to become familiar with your booth location.
- Please maintain a 15' wide space between tents to adhere to fire codes.
- If you can have an interactive activity for event participants, it helps bring more people to you. MNBG staff will visit your booth to gather information to relay to our emcee.

Set-up and Driving in

- Set-up will begin at 8:00 a.m. and you may drive your vehicle into the Gardens at that time.
- Please follow the driving pattern lines on the attached map and please be careful to drive only in designated areas to avoid our hidden irrigation systems, exposed pipes and endangered plants.
- Irrigation heads will be clearly marked, so please do not drive on these areas or move the cones/flags.
- We will have many vehicles entering the garden within a short amount of time, so please unload all of your items at your booth's area, and then immediately park your car.
- Traffic will generally be in one direction with vehicles entering through the gate near our dumpster and exiting near our office.
- Please drive only on the pavement or grassy areas and avoid mulched areas, planters, and plant beds.
- All vehicles must be out of the garden by 9:30 a.m.
- If you arrive after 9:30 a.m., you may walk your materials in through the Gardens' front gate.

Break Down

- You may begin breaking down at 3:00 pm.
- Vehicles will be allowed through the vehicle entrance gate at 3:15 p.m. and will be asked to drive in the same pattern as the morning set-up.
- All gates will be closed at 4:00 p.m.

Parking

- Please park across the street at the War Memorial Stadium's parking lot.

Mahalo for Your Support

- Mahalo for your booth fee which assists MNBG in covering the costs of the event.
- Mahalo for your participation. We are extremely grateful to you and your organization for making Lā 'Ulu 2021 a success!