



# Green Fair Vendor Information

Saturday, September 15, 2018

10:00 am-4:00 pm

DuPage County Fair Grounds – Building 2&3

## General Information

1. Any business or not-for-profit that offers sustainable or environmentally sound products or services are acceptable.
2. Tables (6 foot) & chairs will be provided. All booths will be inside – except for vehicles. If you are bringing a vehicle or outdoor display, you must provide your own tent. All tents must be weighted.
3. Attendance guidelines: Booths must be manned between 10:00 am and 4:00 pm. Booths/displays should not be removed before 4:00. Violation of these rules will prohibit vendor from next year's event.
4. Set up time for all vendors begins at 8:00 am. All vendors must be set up by 9:45.
5. All tables and displays must be kept within the marked boundaries of each vendor's space. Please adhere to this rule out of respect for other vendors as well as attendees.
6. Each vendor will be notified by email of space assignment within one week prior to the fair.
7. Vendors may pull their vehicle up to the assigned door to unload and then the vehicle must be moved to the parking lot to make room for the next vendor.
8. No refunds due to inclement weather conditions. This is a rain or shine event
9. Photographs taken at event may be used for future promotions.
10. Vendors shall submit one check or online payment including registration fee, sponsorship, and extras (including a fee for Wi-Fi and/or electricity).
11. Payments made upon completion of application does not indicate acceptance into the fair. The vendor will be notified after the application is reviewed of their acceptance as a vendor for the SCARCE Green Fair. In the event that an application is denied, all fees/payments will be refunded to the applicant. Once your application is approved, payment is due no later than August 16, 2018.
12. **Please note – we do not allow Styrofoam (polystyrene containers as they are harmful to the environment) or plastic straws.**
13. Food vendors will be required to obtain a Temporary Food Service Permit (if they do not already have one) available through the DuPage County Health Department at 630-682-7979 x 7183 or [www.dupagehealth.org/temporary-food-service](http://www.dupagehealth.org/temporary-food-service).
14. Not-for-profit organizations are required to provide a certificate of insurance due no later than August 16, 2018 and meet the following requirements:
  - a. Our required limits per IRMA are \$1mil per occurrence and general aggregate no less than \$2mil for contractors/vendors.
  - b. **\*\*\*\*PLEASE NOTE** Under the box labeled “Description of Operations/locations/vehicles/exclusions added by endorsement/special provisions”, the following language must appear: SCARCE, its officials, agents, employees and volunteers is/are named additionally insured. The additional insured is covered as

respect to liability arising out of any work or activities performed on behalf of the **(company name)** for the SCARCE Green Fair on September 15, 2018 at the DuPage County Fairgrounds. No endorsements or additional forms modify or, limit coverage provided to additional insured. Coverage provided to additional insured is primary as it relates to the SCARCE Green Fair.

- c. The insurance provider must submit the Certificate of Insurance directly to the event coordinator, preferably via email to be considered an original document.

**Questions or more info:** email event coordinators

Bev Jaszczurowski at [bev@scarce.org](mailto:bev@scarce.org) or

Kaitlyn Hornik at [kaitlyn@scarce.org](mailto:kaitlyn@scarce.org) or

call 630-545-9710 or visit our website [www.scarce.org](http://www.scarce.org)

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