



# Earth Day Fair Vendor Information

Sunday, April 28<sup>th</sup>, 2019

1:00 - 4:00 pm

Lake Ellyn, 645 Lenox Rd, Glen Ellyn

## General Information

1. Any business or not-for-profit that offers sustainable or environmentally sound products or services are acceptable.
2. All booths will be outside. You must provide your own set-up including a tent, tables, chairs, etc. All tents must be weighted.
3. Attendance guidelines: Booths must be manned between 1:00 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 11:30 am. All vendors must be set up by 12:45.
5. All tables and displays must be kept within the 15x15 ft boundaries of each vendor's space. Please adhere to this rule out of respect for other vendors and 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 venue to unload and then the vehicle must be moved to the Glenbard West High School parking lot. More details for vendor set up will be sent the week before the event.
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 the registration fee or sponsorship amount.
11. Payments made upon completion of application does not indicate acceptance into the fair. If it is decided that the vendor does not fit the mission and goals of the event, we will notify you and refund all payments.
12. **Please note – this is a straw and Styrofoam free event. All plastic straws and #6 plastics are banned.**
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) .

**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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