

Application

The 2010 Think Green Fair is committed to promoting a greener way of living. Through this one-day event we will celebrate simple and sustainable practices, products, and food. Examples will be shown on how day-to-day decisions impact our lives, neighborhoods, and world.

You're invited to be a part of this exciting green effort. Each application will be reviewed and juried to assure the exhibitor meets the goals and objectives of the Think Green Fair.

Exhibitor Categories

Classified by at least one of the following categories:

- Efficient/Renewable energy
- Conserves/Protects water and/or air
- Earth friendly home and garden products
- Waste reduction
- Durable/Reusable products
- Natural or locally produced foods (free-range, pesticide-free)
- Green certified (USDA Organic, Energy Star, Fair Trade, LEED, other)
- Health and Wellness
- Educational: promotes environmental values

Booth Pricing

Business/Organization Size	Gross Annual Revenue	Booth Price
Large	Over \$1,000,000	\$300
Medium	\$250,000-\$1,000,000	\$225
Small	Up to \$250,000	\$150
Large non-profit/Government		\$150
Small, local non-profit organization		\$75
Artisans and Food Vendors (Artisans of locally produced or hand-made products. Food vendors of organic or locally sourced food. Outdoor space only, please provide your own tent, table etc.)		\$50

Exhibitors will be selected and notified of their acceptance by 1st June, 2010. Registration will remain open until all vendor slots are filled.





Application

*Please state on application the company to whom correspondence should be addressed. Company name and contact as it will appear on name badges.

Company Name*: _____

Contact Person(s)*: _____

Address: _____

City, State, Zip: _____

Phone: (____) _____ Email: _____ Website: _____

Please reserve _____ booths at a cost of: \$ _____ Electricity: 120v at a cost of \$25

Total due at time of application: \$ _____

Sponsorship Level Requested: _____

(Forest Green \$2,500+, Spring Green \$1,000-\$2,499, and Ever Green \$500-\$999. Please refer to Sponsorship link on our webpage for information on Sponsorship levels.)

Circle exhibitor category that best applies to your business (select all that apply).

- Efficient/Renewable energy
- Conserves/Protects water and/or air
- Earth friendly home and garden products
- Waste reduction
- Durable/Reusable products
- Natural or locally produced foods (free-range, pesticide-free)
- Green certified (USDA Organic, Energy Star, Fair Trade, LEED, other)
- Educational: promotes environmental values

Please describe in detail all the items you plan to sell or demonstrate in your booth. Include a separate sheet if necessary.

Will you be selling cash and carry products? (Yes or No) _____ (If yes, ST19 required with application)

We encourage Exhibitors to donate eco-friendly or sustainable items for promotional giveaways. Item(s) you will donate: _____

Method of Payment (circle one): Cash Check

Make Checks Payable to: RNeighbors (Memo: Think Green Fair), 829 3rd Ave., Suite 225, Rochester, MN 55904

Application Checklist

- Completed application
- Exhibitor waiver (page 3)
- Operator Certificate of Compliance

(Download form on our website, required if selling cash and carry products)

- Booth fee paid in full (cash or check)
- Signed application (indicates acknowledgement of all Policies & Procedures by owner or responsible representative)

By submitting this application with your payment, you are requesting booth space for the 2010 Think Green Fair as either an Exhibitor or an Event Sponsor.

For Office Use Only Date Received: Amount Received: Booth #:
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Exhibitor Waiver (must be submitted with application)

The Think Green Fair reserves the right to assign booth spaces at their sole discretion. You will receive your final packet by 1 June 2010 which will include your booth space assignment, map, check-in instructions, and other reminders.

This is a rain-or-shine event - there will be no refunds given due to inclement weather.

I have read and agree to comply with all Terms and Conditions for the Think Green Fair. I understand that non-compliance will result in my expulsion from the Think Green Fair with no refund of fees.

I also agree to indemnify and hold harmless Graham Park, the County of Olmsted, the City of Rochester, RNeighbors and the Think Green Fair affiliates.

I certify that I am the responsible person referred to in the Terms and Conditions as “Exhibitor”, and that I am authorized to: 1) execute on behalf of the Exhibitor; and 2) accept legal process on behalf of the Exhibitor.

This agreement is between the Think Green Fair and the Exhibitor only. No part of this agreement is transferable to another party, including but not limited to space at the event.

Name (please print): _____

Signature: _____ Date: _____

Cancellation Policy: All cancellations must be in writing. Event Exhibitor will be responsible for 50% of booth fee if they cancel before 19 May 2010. If Exhibitor cancels after 19 May 2010 the Exhibitor will be liable for 100% of the total contracted space costs. (No refunds will be issued for cancellations received after 19 May 2010.)

The following are the terms and conditions of the Exhibitor Application for the 2010 Think Green Fair. As an Exhibitor, your acceptance of these terms shall constitute a binding agreement with the Sponsor. It is agreed that each Exhibitor will abide by and be responsible for the rules and regulations of this Exhibitor Application.

1. SPONSOR. The word "Sponsor" as used herein shall mean Graham Park, the City of Rochester, Olmsted County, RNeighbors and all Think Green Fair Affiliates. The Think Green Fair shall be referred to as TGF.

2. EXHIBITOR. The word "Exhibitor" as used herein shall mean the agency, organization, entity, or business. Exhibitor refers to the preceding as well as its employees, agents, affiliates, and volunteers.

3. ELIGIBLE EXHIBITS. Sponsor reserves the right, in its sole discretion, to determine whether any company or product is eligible for inclusion in the TGF. This determination will be made by the TGF Selection Committee with early exhibitors being notified of their participation in the TGF by 3rd May 2010.

4. ELIGIBLE PRODUCTS. It is the responsibility of Exhibitor to inform Sponsor of any product, service or claim that does not comply with the regulations of the FDA or any other State or Federal regulatory agency and/or is considered experimental. Exhibitor is strictly prohibited from having or selling on-site any substance or product considered illegal. All products and service to be sold, offered or referred to during the TGF must be included on the application.

5. LIMITATION OF LIABILITY AND INDEMNITY. Exhibitor agrees to make no claim for any reason whatsoever, including negligence, against the Sponsor, its members or agents or employees or the owners of the TGF premises for loss, theft, damage or destruction of property, or for any injury to Exhibitor or its employees while in the TGF. Exhibitor further agrees to fully indemnify and hold Graham Park and Sponsor harmless from and against any claim, action or liability of any kind arising from Exhibitors' actions or inactions relating to the TGF.

6. DEFACING OF BUILDING OR BOOTH CONSTRUCTION. Exhibitors are financially responsible for any damage caused to booths, decorations or to any Graham Park or Sponsor property. Do not nail, screw, staple, tack, etc. any materials directly within the booth space. All materials used by the Exhibitor within their booth must be removed at the end of the show. Do not remove or tamper with any part of the building or booth structure; this includes support poles, skirting and dividers. No painting of signs, displays or other objects are permitted in the building. No adhesive-backed (stick-on) decals or similar items, excluding name tags, may be used in the building. "Glitter" is not permitted. Side rail displays may not reach heights higher than 8 feet.

7. DISPLAY DIMENSIONS AND RESTRICTIONS. Sponsor will provide a 10' by 10' (except where noted) booth. In addition, an 8' table, 2 chairs, ID sign and two Exhibitor name badges will be provided for each booth. Aisles and Exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. No maintenance or electrical room doors or panels may be blocked in any way. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into the aisles or lobby areas or on ceiling or columns, etc. Interior furnishings and materials shall not be located so as to obstruct or block exit ways, fire and safety devices or equipment. Distribution of samples and literature is strictly limited to the confines of the Exhibitor's booth and must meet the goals and objectives of the TGF. Any materials and samples for distribution must be specifically detailed in the TGF Exhibitor Application.

8. SOUND DEVICES. The use of devices for mechanical reproduction of sound or music is permitted, but must be controlled. Sound of any kind must be kept to a sufficiently low volume so as not to disturb other Exhibitors or attendees. Voice and/or music amplification must not be projected outside the confines of the exhibit booth.

9. REJECTED EXHIBITS. Exhibitor acknowledges and agrees that their exhibit shall be admitted and shall be permitted to remain in the TGF only upon continued strict compliance by Exhibitor with the terms and conditions of this agreement and the standards. Notwithstanding such compliance, the Sponsor reserves the right to reject or remove Exhibitor's exhibit, in whole or in part, from the exhibit halls for any reason whatsoever. If Exhibitor's exhibit is rejected or removed without cause given, Sponsor shall return to Exhibitor the rental fee. No portion of the rental fee shall be returned if rejection or removal occurs upon violation of this agreement or the standards.

10. INSURANCE. The Sponsor will not provide for security at the TGF, insurance is the responsibility of the Exhibitor and is recommended. The sponsor is not responsible for replacement of lost or stolen goods. Exhibitor is responsible for obtaining its own general liability insurance for the TGF, including insurance relating to its move-in and move-out activities.

11. EXHIBITOR CONDUCT. Exhibitor agrees to conduct itself in a respectful and cooperative manner appropriate to the integrity of the attendees, fellow exhibitors, and show management staff.

12. CHARACTER OF DISPLAY. Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth. No noise makers or anything not in keeping with the character and high standards of Sponsor may be distributed or utilized by an Exhibitor at the TGF.

13. EXHIBIT LOGISTICS. An Exhibitor Kit containing detailed information will be e-mailed to each Exhibitor by 1 June 2010. The Kit will contain maps of the building locations and facilities, parking, and booth locations. Other information included will be set-up and take down hours, exhibit hours, and other general reminders. Exhibitor name badges will be distributed at Exhibitor check-in. Exhibitors must abide by the rules outlined in the Exhibitor Kit.

14. SET-UP. Set-up times are Friday, 25 June 2010 from 12PM to 5PM and 7AM to 9AM on 26 June 2010 prior to the TGF. The show opens to the public at 10AM on Saturday, 26 June 2010. At that time, all exhibits must be fully installed. Dismantling will begin NO EARLIER than 9PM on Saturday, 26 June 2010, at the closing of the show and continue until 12:00 AM. Public hours for the TGF are as follows: 10AM to 9PM on Saturday 26 June 2010. Exhibitor set-up will not be permitted unless Sponsor has received signed Exhibitor Application, signed Exhibitor Waiver, and all fees are paid. Sponsor reserves the right to allow another exhibitor to use the exhibit space if Exhibitor's booth is not set by 9AM the day of show opening, unless prior arrangements have been made.

15. SUBLEASING. Exhibitors may not sublet or assign their spaces, nor any part thereof. If businesses wish to share booth space, both will be required to complete an Exhibitor Application and Exhibitor Waiver, but only one booth fee would apply. Applications should be submitted together.

16. FIRE & SAFETY LAWS. All federal, state, and city regulations pertaining to fire and safety must be adhered to. The following types of materials are considered acceptable for booth construction and decoration: wood, noncombustible materials as defined by Building Codes. The following exhibits will require special approval, fire permits and/or re extinguisher in booth: exhibits with canopies, umbrellas, or other horizontal extension that impedes sprinkler systems, and all exhibits having an open flame (i.e. lamps or candles). Any exhibit employing flammable liquid, compressed combustible gas or highly combustible or explosive material is prohibited. Any electrical wiring which might come into contact with the partitions must be inspected and have adequate insulation to prevent electrical shock. Additionally, all cords must be grounded and be UL approved.

17. BOOTH RELOCATION. Once Exhibitor has been assigned a particular booth, Sponsor reserves the right to relocate Exhibitor to a different booth if Sponsor deems it appropriate in its sole discretion to be in the interests of the TGF.

18. ACTS OF GOD, FIRES, STRIKES, ETC. In the event that any outside cause, such as war, fire, strike or other emergency, prevent the TGF from being held, Sponsor may retain Exhibitor's payments for expense compensation.

19. COMPLIANCE WITH LAWS/STANDARDS. Any Exhibitor giving away or selling food in their booth is responsible for all Health Department permits, rules, regulations. Exhibitor is responsible for meeting all city/state resale licensing requirements. Exhibitor shall comply with all Graham Park and Sponsor rules. In order to comply with the smoking ordinance of the Department of Public Health, smoking is not permitted in Graham Park. By law, individuals are not allowed to bring alcoholic beverages, which were purchased off premises, onto the Graham Park property.

20. PARKING. No parking in loading dock areas or any other location posted "No Parking" will be strictly enforced. Unauthorized or unattended vehicles will be removed at owner's expense.

21. PAYMENT. Exhibitor must be paid in full for the total booth fee concurrently with submission of a signed Exhibitor Application and Exhibitor Waiver in order to request a booth. Application and Exhibitor Waiver early deadline is 5 April 2010 and the final deadline 3 May 2010.

22. CANCELLATION. In the event of an Exhibitor cancellation in writing received by Sponsor on or before 19 May 2010, 50% of total booth price will be forfeited. No refunds of any kind will be made after 19 May 2010.

23. FAILURE TO COMPLY. Failure to comply with these rules and regulations may result in a \$500 fine levied by Graham Park, Sponsor or Government agencies. Sponsor retains the right to close any exhibit which fails to comply with these policies. Any questions or issues that are not covered in this Reservation Contract shall be subject to the Sponsor's sole discretion.

24. LEAVE NO TRACE POLICY. Exhibitor is responsible for leaving its assigned booth space clean and free of trash or other materials. Booths will be inspected after move out is complete. If Exhibitor's assigned booth is not clean and free of materials Exhibitor's will be charged \$100 to cover the cost of clean-up.