

Saturday, April 16 • 11-6 pm



Vendor Application

You're invited to be a part of the 2011 Think Green Fair. This year the one-day event will be set up around the Good Food Store and have more of a festival feel. There are a limited number of vendor spaces and your business or organization has been chosen to part of this exciting event. We're encouraging vendors have some sort of interactive hands-on activity at their booths. Be creative.

Each application will be reviewed and juried to assure the exhibitor meets the goals and objectives of the Think Green Fair.

Think Green Fair Mission

To gather Rochester neighbors together to celebrate sustainable living and experience hands-on examples of earth friendly living in Minnesota.

Exhibitor Categories

Classified by at least one of the following categories:

- Local and Organic Foods
- Reduce Waste
- Expand Green Building Practices and Land Use
- Support Development of Renewable Energy
- Conserve and Protect Water and Energy Resources
- Volunteer in Nonprofit Organizations Focused on Green Initiatives
- Promote Creative Up-Cycling
- Expand Green Purchasing

Exhibitor Space Fees

- To allow a wide variety of exhibitors, space fees are static at \$30.
- Booth size is 10' x 10'
- All tables, tents, chairs, etc. are the responsibility of the exhibitor. If the exhibitor is unable tables and chairs may be rented.
- Tents are encouraged as venue is outdoors.
- Exhibitor name badges will be provided upon check-in the day of the event.
- Electricity will not be provided.

If you are interested in participating in this year's Think Green Fair please fill out the online application.

[2011 Think Green Fair Exhibitor Application](#)

Exhibitors will be selected and notified of their acceptance by March 31, 2011. Registration will remain open until April 10, 2011.

For more information contact:

Brittany Stewart
MN GreenCorps Member
Email: Brittany@RNeighbors.org
Phone: (507) 529-4150

René Lafflam
Rochester Neighborhood Resource Center Executive Director
Email: Rene@RNeighbors.org
Phone: (507) 529-4150

For more information visit: [Think Green Fair](#)

Cancellation Policy: All cancellations must be in writing. All cancellations must be submitted before April 10, 2011. There are no refunds in the event of a cancellation.

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The following are the terms and conditions for the 2011 Think Green Fair Exhibitor Application. 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 the City of Rochester, Olmsted County, RNeighbors, The Good Food Store, 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 20 March 2011.

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 the Good Food Store and RNeighbors 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 Sponsor property. All materials used by the Exhibitor within their booth must be removed at the end of the show.

7. DISPLAY DIMENSIONS AND RESTRICTIONS. Exhibitor is responsible for their own 10' by 10' (except where noted) booth (tents are recommended). In addition, an 8' table, 2 chairs can be provided/rented if Exhibitor is unable to require their own. ID sign and two Exhibitor name badges will be provided for each booth. Aisles, 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 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, etc. 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 TGF 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 April 1, 2011. 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. Exhibitors must abide by the rules outlined in the Exhibitor Kit.

14. SET-UP. Set-up times are Saturday, April 16, 2011 from 9-11 AM prior to the TGF. The show opens to the public at 11 AM on Saturday, April 16, 2011. At that time, all exhibits must be fully installed. Dismantling will begin NO EARLIER than 6 PM on Saturday, April 16, 2011, unless the event closes early due to inclement weather, as determined by event organizers. Public hours for the TGF are as follows: 11- 6 PM on Saturday April 16, 2011. 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 11 AM 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. Electricity will not be provided by event venue.

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 deadline is March 31, 2011.

22. CANCELLATION. In the event of an Exhibitor cancellation in writing received by Sponsor, regardless of when cancellation was submitted, no refunds of any kind will be made.

23. FAILURE TO COMPLY. Failure to comply with these rules and regulations may result in a \$500 fine. 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. Booth spaces 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.