

Saturday, April 16 • 11-6 pm



Exhibitor Guide

11 AM – 6 PM • April 16, 2011

Good Food Store and Surrounding Area
1001 6th Street NW, Rochester, MN 55906

www.RNeighbors.org/thinkgreen

Thank you for participating in our 2011 Think Green Fair, which promises to be a family-friendly celebration of green living and sustainability in southern Minnesota!

Booth Information

- All vendors will have a 10' x 10' space to set up their materials.
- All tables, tents, chairs, etc. are the responsibility of the exhibitor. Tents are recommended since this is a rain or shine event.
- Set-up begins at 9 AM – 11 AM. The fair will start promptly at 11 AM so please have your booth ready for visitors by then.
- Tear-down begins at 6 PM and will go until all clean-up is completed. Please make sure to leave no trace behind.
- All booths must have a staff person from 11 AM – 6 PM.
- We are asking each booth have some sort of hands-on activity that people can see and touch. For example, if you make soap, maybe have a bowl with some of the ingredients you use.

Things you should know as an exhibitor

- No vehicles on the exhibit site from 10:45 AM – 6 PM. Parking will be provided.
- Unloading is allowed by vendor/exhibitor area.
- Certificate of Insurance naming RNeighbors of Rochester as additional insured is suggested for all commercial vendors.
- If you are selling merchandise on-site, you must have a completed ST-19 Form required by the state of Minnesota for collecting sales tax on items that are sold. Please have a copy at your booth at the Fair.
- If you have already applied and need an invoice please email: Brittany@RNeighbors.org

The Think Green fair is working toward a goal of zero-waste!

- We are partnering with Olmsted County Department of Environmental Resources, Solid Waste Division to provide adequate recycling opportunities for vendors and attendees.
- If you plan to distribute literature, sample products or promotional materials, we suggest that they be recyclable or compostable to avoid creating unnecessary waste.
- The following items can be recycled at the Fair: Paper, Cardboard, Glass Bottles Aluminum Cans, Foil, and Plastic Bottles. (Other types of plastic cannot be recycled).

Fair maps and other materials will be sent out after the application deadline on April 10.

