

2019 NEPA Green Fair Vendor Application Form

This Vendor Contract is between _____ ("Vendor") and NEPA Green Fair Committee of The Greenhouse Project and SEEDS (hereinafter NEPA Green Fair Committee).

Section 1 - Grant of Space

- a. The Fair will take place on April 27th at Nay Aug Park (1901 Mulberry St, Scranton, PA 18510) 10am to 3pm, RAIN OR SHINE.
- b. The deadline to complete and return this application is April 1st
- c. Upon acceptance of the vendor application, signed contract, and receipt of payment, the NEPA Green Fair Committee will grant Vendor the right to use a designated booth at Green Fair space. (*Spaces will be filled on first-come, first-served basis*)
- d. Exhibitors are encouraged to provide hands on demonstrations to inform / educate the public at our "Green Theme" event
- e. Applications are subject to review, and if they a) do not meet the criteria, or b) a vendor with the same product has already been accepted, you will receive notification of such, by April 7th. Refund of registration fees will be made if application is not accepted.
- f. The Space is provided as-is. **The vendor must provide any tables, chairs, and canopies necessary.*
- g. Vendor is responsible for operating the Space in a safe manner.-weigh down, secure tents. Open flames are not permitted.
- h. Vendor's use of the Space is non-transferable.

Section 2 - General Terms

- a. No refunds will be offered for vendors who do not attend or for inclement weather
- b. Vendor should arrive on April 27th for load-in/set-up between 7:00am to 8:30 am and ready for operation by the official opening time of the Fair at 10am. Vehicles must be moved to the designated parking area no later than 8:45am.
- c. Vendors must remove all products and equipment at the end of the Fair. Vendor must remove their own trash from the Space and properly dispose of recyclable and compostable materials in containers provided. Vendors must leave the Space waste-free and in the same condition as when provided.
- d. Breakdown is at 3pm. Vendors cannot leave the Fair premises prior to 3pm without permission of a Green Fair organizer

Section 3 - Vendor Items

- a. Vendor is prohibited from selling counterfeit items, unlicensed merchandise, items prohibited by Pennsylvania or Federal law, or any merchandise that the Green Fair Committee at its sole discretion, considers racist, discriminatory or offensive. Vendor is also responsible for all necessary permits/fees/taxes.
- b. Vendors must demonstrate a connection to environmental awareness, sustainability,
- c. Please limit giveaways and ensure they are biodegradable, recyclable or reusable.
- d. *No Styrofoam, plastic straws, plastic bags, or plastic water bottles. Compostable / recyclable items are strongly encouraged*

Section 4 - Insurance

- a. The city of Scranton and NEPA Green Fair requires that a Certificate of Insurance be filed
- b. The Certificate is to show a minimum coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate General Liability and \$10,000/person Medical Expense.
- c. The Scranton Municipal Recreational Authority (982 Providence Road Scranton, PA 18508) must be named as Additional Insured and shown as Certificate Holder.
- d. Your insurance company (agent) must be told of this requirement in Section 4 (c.). They will then send the Cert of Insurance
- e. Make sure the term of the insurance (effective date to expiration date) covers April 27th, 2019.

Section 5 -Payment

- a. Payment must accompany submission of application
- b. **Government:** free **Non-Profit / Community Groups** \$25.00- hands on demo's are encouraged **Green Market Vendor** \$50 / 10x10- sell / market a product or service {earth friendly, salvaged, up-cycled, recycled, sustainably harvested, refurbished, fair trade, etc..} **Food vendor** \$75 – {local, farm to table or organic, healthy food}
- c. **Sponsor:** vending fee is waived with sponsor fee (go to www.nepagreenfair.com for sponsorship info)

Section 6- Advertising

- a. Vendors are encouraged to link to our Facebook page: www.facebook.com/nepagreenfair and invite public to event page.

Section 7 - Actions and Result Thereof

- a. Any Vendor who seek to evade or refuses to make payment of the proper rental and space fees, or ignores the festival operational guideline, violating terms in this contract will be denied selling privileges and be required to leave.
- b. The Green Fair may impose additional rules, as it deems necessary and will notify Vendor of any changes



I HAVE READ, UNDERSTAND AND WILL COMPLY WITH ALL RULES AND REGULATIONS AS OUTLINED IN THIS APPLICATION AND INTEND TO BE LEGALLY BOUND.

Applicant's Name: _____ Business Name: _____
 Applicant's Signature: _____ Non-Profit Name: _____
 Date: _____

CONTACT INFORMATION

Main Contact: _____ Phone Number: _____
 Email Address: _____ Website / Facebook: _____
 Description of exhibit: (Please be specific in how it fits in with our mission of sustainability and if there will be any demo's)

Require electricity? Yes or No

PAYMENT INFORMATION:

Gov't: fee waived ___ Non-Profit: \$25 ___ Green Market 10x10: \$50 ___ Food Vendor: \$75 ___
 Sponsor (vending fee waived with sponsorship fee): \$2,000 ___ \$ 1,000 ___ \$500 ___ \$250 ___ \$125 ___
Total fees due \$ _____ Check Number: _____
 PayPal: ___ Credit Card: (If interested in paying by credit card please check here and we will call you) ___

PAYMENT: Checks can be made out to NEPA Green Fair and sent to: 200 Arthur Ave Scranton, PA 18510 with Green Fair in subject line. PayPal can be found on our website at www.nepagreenfair.com
 SEND APPLICATIONS to nepagreenfair@gmail.com or mail to above address

FOR OFFICE USE ONLY: Date Received _____ [] Approved [] Not Approved
 [] Payment received [] Insurance Certificate Received