

## Frenchtown Green Fair Vendor Terms and Conditions

**By signing the Frenchtown Green Fair Vendor Application Form, you agree to comply with the following Terms and Conditions:**

### **1) Eligibility**

The mission of the Frenchtown Green Fair is to educate and encourage sustainable behavior and all goods and services offered by vendors are required to reflect this theme. The Frenchtown Green Fair (FGF) reserves the right to determine the eligibility of an applicant to participate as a vendor.

### **2) Payment & Refunds**

Booth fees must be paid in full at the time of application. All Vendor Applications and payments must be received no later than **8/15/12**. Payment must be made by check, payable to Frenchtown Business and Professional Association (FBPA). Booth fees are **not refundable** due to inclement weather. The Frenchtown Green Fair will be held **rain or shine**.

### **3) Insurance**

All vendors must have adequate insurance. The FGF assumes no responsibility for, nor guarantees the safety of the properties of the Vendor and its employees, against theft, damage, accident or any other cause whatsoever.

### **4) Location**

Booth locations will be prearranged. Your booth number will be noted in the information packet that will be sent to you prior to the event. Vendors must stay within their allocated spaces. We will do all we can to ensure your booth a favorable position but this will not be negotiable on the day of the fair.

### **5) Access & Trading times**

On the day of the event, vendors will be permitted to access the site for unloading between 8:00 and 10:00 am only and again after 6:00 p.m. for loading. No vehicles will be allowed on site between 10:00 a.m. and 6:00 p.m. Booth set-up must be completed by 11:00 am. Vendors can dismantle their booths from 6:00 pm onwards.

### **6) Parking**

All vendor vehicles must be removed from the site by **10:00 a.m.** and parked in the designated vendor parking area.

### **7) Booth Appearance**

Vendors are responsible for providing their own tents, tables, and chairs. All tents must be secure and properly anchored. Tents cannot be larger than your space assignment. All tables must have tablecloths extending to the ground. No boxes, extra merchandise or debris should be visible. Please stay within the boundaries of your space and do not encroach on your neighbor's space. Your booth must be staffed at all times.

### **8) Energy**

Availability of electricity at the event site is very limited. Access to electrical outlets will only be provided food vendors.

### **9) Water Provision**

There will be no running water available on site.

### **10) Cleaning, litter and waste**

Vendors are expected to minimize the amount of waste they produce and to use the recycling facilities provided and leave their sites clean. Vendors agree to take away all unsold merchandise, boxes, debris etc. and keep their exhibit area clean.

### **13) Alcohol**

No alcohol will be served to the public or consumed privately at the event.

### **14) Food Vendors only**

All Food Vendors are strongly encouraged to use and provide compostable plates, cups, and cutlery. Compost and Recycle bins will be provided on site for all waste generated by Vendors and Fair patrons. Food Vendors are responsible for obtaining any required permits from the Board of Health. If a heat source will be used, you are required to have a fire extinguisher on-site.

For suggested guidelines in creating the menu of foods to be offered at the Green Fair, please refer to the following website for further information about sustainable food: [www.sustainweb.org/sustainablefood/](http://www.sustainweb.org/sustainablefood/).

### **15) Monitoring**

**The FGF reserves the right to refuse entry or ask you to leave (without refund) should you be in breach of any of these Terms & Conditions.**