



2011 Green U Exhibitor/Vendor Requirements and Responsibilities

Thank you for your interest in participating in the 2011 Green U Festival for the Environment to be held at the Huntsville Botanical Garden on Saturday, August 27th from 9:00 a.m. to 3:00 p.m.

Green U Exhibitor Contact Information

Green U Website: www.GreenUAlabama.com

Green U Exhibitor Committee Chair:
John Allen 256.652.6857

jallen@southern-construction.com

Green U Exhibitor Committee Members

General Exhibitors: Pamela Clardy
Brandon Tucker

pclardy.sealyrealty@gmail.com

btucker@tcco.com

Non-Profit Exhibitors: Kay Detter

Kay@hsvgreen.com

Farmers Markets: Lee McBride

lee@foodscapesinc.com

Food Vendors: John Allen

jallen@southern-construction.com

Huntsville Botanical Garden Exhibitor Contact:
Kathy Gilder 256.430.3572, Ext. 230

kgilder@hsvbg.org

Requirements and Responsibilities for Exhibitors and Vendors

(see *Farmers Market Application form for Farmers Market Requirements*)

- A completed and signed application received by Green U on or before August 15, 2011. Please retain a copy of your completed application for your records.
- Fee payment received by Green U on or before August 15, 2011
- A copy of liability insurance certificate (see Insurance Requirements) received on or before August 15, 2011
- An authorized representative's signature on the application to signify understanding of restrictions and obligations (See Page 1 of Application)
- All Exhibitors must offer a clear message or product that is consistent with the festival's theme of environmental stewardship
- Booths or spaces must be manned at all times
- Signage and/or backdrops that identify the Exhibitor's message are required in all booths or spaces
- **All set-ups are to be completed between the hours of 8:00 a.m. and 5:00 p.m. on Thursday, August 25, 2011 and 8:00 a.m. and 5:00 p.m. on Friday, August 26, 2011.** Any exceptions must be pre-authorized by a member of the Green U Exhibitor Support Committee.
- **Promotional spaces are to be cleared no later than 6:00 p.m. on Saturday, August 27, 2011.** Please make a member of the Green U Exhibitor Support Committee aware if this requirement cannot be met.
- Additional requirements for Food Vendors are listed in the "Special Event Policies Pertaining to Food Vendors" section on page 2 and should be considered part of the Exhibitor restrictions and obligations.

Exhibitors/Vendors Message

As part of the application process, all Exhibitors/Vendors are required to provide information about the products, services, and/or messages they will present at their Green U booth/space. In order to support the mission of environmental stewardship, we ask that you describe the green/sustainability message the will be included in their presentation.

Insurance Requirements

All Vendors and Exhibitors need to provide "proof of liability insurance" on or before August 5, 2011. Self insured entities (i.e. like TVA) will be required to denote on the application that they are self-insured.

Note: Insurance requirements listed above are minimal. Insurance needs will be considered on an individual basis as to the level of liability insurance required. Remediation may be possible for organizations that do not currently possess liability insurance.

Vendor Waste and Trash

All Exhibitors, Vendors, and Food Vendors are responsible for keeping their area neat and clean and free of loose trash, wrappers, napkins, flyers, or other refuse generated by their operation. ****WE ENCOURAGE ALL VENDORS TO RECYCLE!**** Green U will be working with you to provide recycling containers that will be regularly collected by our Volunteer Corp and properly managed. All the paper and organic food waste will be gathered and recycled for mulch. We also request that NO Styrofoam products be used and that condiments be dispensed for larger receptacles and NOT from individual packets that contribute to our events land fill waste.

Special Event Policies Pertaining to Food Vendors

Health Inspections: All Food Vendors will be required to meet State and County health regulations and Serve Safe requirements regarding food temperatures, cross-contamination, booth cleanliness, hand washing, and washing of utensils used in food preparation. The vendor coordinator reserves the right to stop food sales of any vendor he/she deems not to be operating in a safe manner.

For this event, Madison County regulations will apply; it is the Vendor's responsibility to apply for the permit and submit to Green U as proof of approval prior to set-up. Inspections by the Health Department personnel will be scheduled to occur prior to opening at 9:00 a.m. on Saturday, August 27, 2011, and all Food Vendors are encouraged to prepare at least one hour prior to the inspection time. NO Food Vendor will be permitted to open without inspection and permit approval. (** Individual permit requirements may be reduced – please check with Garden representative.*)

Grease and Gray Water Disposal: A designated location WILL NOT be provided for the disposal of grease or gray water. Each Food Vendor will be required to remove all grease and gray water produced by their operation OFF THE EVENT SITE. Under NO circumstances will grease or gray water be allowed to be poured upon concrete or pavement, or grass, or into storm drains on the site. ANY violation of this policy will result in close-down and ejection from the event.

Beverage Sales by Vendors: Food Vendors are encouraged to sell alternative beverages such as tea and lemonade. Alcoholic beverages MAY NOT be sold by any Vendor. Green U has the right to prohibit the sale of soft drinks and bottled water. Any Vendor violating the beverage sale policy will be asked to close down and will not be allowed to participate in future events.

(Food Vendors Only) Specific Event Power and Water Information: Sources of power and water are limited on site and a plan to insure your needs are met should be developed prior to the event set-up dates. In many cases, extension cords and/or water hoses may need to be furnished by Vendors.