

**Village of Homer Glen Earth Day/Arbor Day 2016 at Konow Farm**  
**Saturday, May 21, 2016 from 11a.m. to 4p.m.**  
**Participant Information and Guidelines**

*The purpose of the Homer Glen Earth Day/Arbor Day celebration is to provide education regarding the role that natural resources play in sustaining a high quality of life in the community and to encourage participation in natural resource protection and restoration efforts. Participation in this event should reflect the purpose.*

**Acceptance Criteria**

Applications must be completed and submitted for all exhibitors, demonstrators, and vendors. **Confirmations will be sent to verify acceptance.** Creative and unique demonstrations for preserving and protecting the environment are encouraged.

**Cancellations**

The Committee must be given 2 weeks advance notice of any cancellation.

**Changes to Application**

The Committee must be notified of any changes as described in the application.

**Drawings**

Businesses may have a receptacle for a drawing **at their booth**, but should not require any purchase. Civic groups and not-for-profit organizations may have a drawing receptacle **at their booth** and accept donations. Identify your group on the drawing receptacle. Raffles are not allowed.

**Exceptions**

The Committee reserves the right to make exceptions to any of these rules at its discretion.

**Exhibits**

All exhibits must be compatible with the purpose of this event. This event will attract attendees of all ages. Interactive exhibits are encouraged. Exhibits must remain open during the entire event.

*Acceptance of an exhibit does not constitute an endorsement by the Village of Homer Glen. A statement to that effect will be printed on Village program materials.*

**Exhibit Rates**

The focus of this event is for educational purposes. Sales of items will be permitted on a limited basis and approved by the Committee. The fee for exhibitors/vendors is \$20. The food vendor fee is \$50. There is no charge for Exhibit space for 501(c)(3) non-profit organizations. Tables are not provided with this fee. Please see table rental below for rental fees.

**Exhibitor Space**

This event is being held on a family farm. Exhibit spaces are available inside farm buildings, tents, and outdoor areas. **Indoor exhibitors** will be provided an 8'x8' space. **Outdoor exhibitors** will be assigned a space based on requirements and availability. **All exhibitors** must provide their own tables and chairs **or** submit table rental request form with payment and application. Locations of all exhibits will be coordinated by the committee and assigned upon check-in. Electricity may be available on a limited basis upon advance request, but is not guaranteed.

**Handouts**

Information sheets and giveaways are encouraged. Not everyone will take one. *Please note that the Village of Homer Glen reserves the right to approve and refuse any display or handout material.*

**Insurance**

Proof of liability insurance may be required of any vendor at the discretion of the Committee. Exhibitors and Demonstrators may not distribute, sell, or offer to the public food items used or produced in their demonstration unless they provide an insurance certificate to the Committee which names Homer Glen and Konow Farm as additional insureds and carries a minimum of \$1,000,000 of comprehensive general liability insurance. The name or company of the demonstrator must be on the certificate.

**Location**

The Konow Farm is located at 16849 S. Cedar Rd. in Homer Glen, IL. The farm is south of the intersection of 167<sup>th</sup> and Cedar Rd. It is on the east side of the road between 167<sup>th</sup> and Bruce Rd.

**Parking**

Limited parking will be available on site and may be provided at other locations. Car pooling is encouraged.

**Prohibited Items & Activities**

1. Pets or animals (unless specifically approved by the Committee as part of the festival)
2. Alcoholic Beverages
3. Suggestive or obscene materials
4. Music or Public Address
5. Selling or promoting items outside of exhibit space
6. Subletting exhibit space to third parties
7. Unauthorized distribution or sale of food items used or produced during demonstration (see "Insurance").

**Recycling**

Businesses and organizations that accept items for recycling are encouraged to participate. Containers for collecting recyclables must be approved by the Committee. Space will be allotted on a case by case basis.

**Safety and Security**

The Village of Homer Glen and the owners of Konow Farm are not responsible for any equipment and participant possessions left on the event site, and are not responsible for lost, stolen or damaged items/equipment, nor accidents or injuries at any time. *(A Release of Indemnification will be required upon acceptance of participation. See Participant Application and Agreement).*

**Sales**

The focus of this event is for educational purposes. Items for sale must be unique or made from natural materials and beneficial to the environment. Any items for sale at the event must be approved by the Earth Day/Arbor Day Committee. Photographs of items being considered for sale must be submitted with the *Earth Day/Arbor Day Participant Application and Agreement* form. Selling of items outside of the assigned exhibit space is prohibited.

**Setup**

**Saturday** 8:00a.m.-10:00a.m.

Setup can take place anytime between 8:00 a.m. to 10:00 a.m. **All displays must be in place by 10:30 a.m. on Saturday. No cars will be admitted to the unloading area after 10:00 a.m.** *If your display requires advance setup before Saturday, please call Sue Steilen at 708-301-0632.*

Tear down begins after 4p.m. **Crowds must be clear before moving vehicles to loading areas.**

**Sponsorships**

Sponsorship opportunities are available. Please contact the Village of Homer Glen at eartharborday@homerglen.org or at 708-301-0632 for more information.

**Tables**

**All exhibitors** must provide their own tables and chairs **or** submit a table rental request form (below) with payment.

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**Table Rental Request:      *\*\*\*Requests must be received by April 30, 2016\*\*\****

Business Name \_\_\_\_\_ Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ (1) One 8-ft. table and two chairs - \$15.00

\_\_\_\_\_ Additional table \$10 each

Enclosed is our check for \$ \_\_\_\_\_

*\*Please return this form with your application **and** check (payable to the Village of Homer Glen) and send to:*

Village of Homer Glen – Earth Day~Arbor Day  
14933 S. Founders Crossing  
Homer Glen, IL 60491