



Earth Day~Arbor Day



**Village of Homer Glen
Earth Day~Arbor Day
May 20, 2017**

Participant and Sponsor Information



Community and Nature . . . in Harmony

The Village of Homer Glen is seeking exhibitors, sponsors, and donors to participate in a celebration of Earth Day~Arbor Day on May 20, 2017.

The event will be held on the historic Konow farm located at 16849 S. Cedar Road in Homer Glen. There is plenty of space and a variety of facilities for display options. In 2016, the one day event featured more than 60 exhibits and fun activities for people of all ages. Plans are underway to make the 2017 event even grander.

PARTICIPANTS

We are seeking exhibitors, demonstrators, vendors, volunteers, and sponsors. Some of the planning involves:

- Animal demonstrations
- Green solutions
- Arts and craft sales
- Recycling
- Examples of efficient use of energy
- Ideas for conserving and protecting our natural resources

Activities that “connect children with nature” are being included as an important part of this celebration.

To complement the spirit of the event, individuals, educators, and organizations in who use natural or recycled materials in their work are being invited to share their ideas and creativity.

SPONSORS

Your sponsorship will help us provide exciting presentations, such as cold blooded creatures, incredible bats, birds of prey, wagon rides, pony rides and more. Admission and parking for the event are free to the public.

In addition to demonstrating your support for the environment and showcasing your company, sponsors will receive the following opportunities:

- Your company name/logo featured in Earth Day~Arbor Day newspaper advertisements delivered locally to more than 100,000 homes.
- Your company name/logo will be featured on posters throughout the Homer Glen area.
- Your company name/logo will be listed on the Earth Day~Arbor Day page of the Village of Homer Glen website with a link to your website.
- Signs and literature at the festival will display event sponsors.

For more information and ideas of ways to participate, please call 708-301-0632. For general event information, please visit www.earthdayarborday.info or www.homerglenil.org.

Sincerely,

Earth Day~Arbor Day Committee

**Village of Homer Glen Earth Day/Arbor Day 2017 at Konow Farm
Saturday, May 20, 2017 from 11a.m. to 4p.m.
Participant Application and Agreement**

Applicant is not approved until confirmed.

Business/Organization Name:					
Contact Name:					
Address:					
City:				Zip:	
Phone Day:		Phone Evening:			
Best time to contact:					
Email:		Website:			
Please describe what you would like to display or how you would like to participate. If not previously approved, enclose photos of sale items. Use reverse or attach additional pages.					
Please check all that apply:					
Demonstrator		Indoor Display		Animal Exhibit	
Recycling Collector		Outdoor Display		Request permission to sell	
Children's Activities		Volunteer		Electric Required	
Table Rental Request Enclosed		I will provide my own tables			
Item for Donation Drawing					
Exhibit Fee (check payable to Village of Homer Glen) Enclosed					
Special Requirements:					

Release and Indemnification

I have read and agree to be bound by the Participant Information and Guidelines. I also understand and agree that the Village of Homer Glen, the owners of the Konow Farm, and the Village of Homer Glen Environment Committee will not be responsible to me or my business for any loss, property damage, death, bodily injury, consequential damage, incidental damage or loss of profits caused by fire, inclement weather, acts of God, or any other hazard or cause. For good and valuable consideration I also do hereby, for myself, my heirs, successors and assigns agree to release, waive, indemnify, defend and hold harmless the Village of Homer Glen, the owners of the Walter Konow Farm, the Village of Homer Glen Environment Committee, and their respective directors, officers, duly elected and authorized officials, employees and agents, and each and all of them, from and against any and all liability, including but not limited to liability for expenses incurred for reasonable attorneys' fees and costs which they may incur, claims against any of them for damages for death, bodily injury, property damage, suits and causes of action of any kind or nature whatsoever which occur, arise out of, result from, are caused by or incurred during the 2017 Earth Day/Arbor Day event.

Applicant Signature: _____ Date: _____

Submit this application to:

Earth Day/Arbor Day 2017
Village of Homer Glen
14240 W. 151st Street
Homer Glen, IL 60491

Email: eartharborday@homerglen.org

Fax: 708-301-8407

For more information contact:

Village of Homer Glen
708-301-0632
Sharon Sweas, Margaret Sabo or
Sue Steilen

To be included in pre-event publicity, please respond by April 1, 2017

www.homerglenil.org
www.earthdayarborday.info

Homer Glen Earth Day~Arbor Day 2017 Sponsorship Agreement Form

Your support helps the Village of Homer Glen offset costs to celebrate Earth Day~Arbor Day and 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.

Choose Your Level of Support				
	Emerald \$1,000+	Gold \$500	Silver \$300	Bronze \$100
Welcome Sign	X			
Name/logo on newspaper advertisements. 1 week 2x6 black and white	X	X		
2 weeks ½ page full- color	X	X	X	
Name announced before presentations	X	X	X	
Name/logo on posters	X	X	X	
Name/logo and link on event home webpage	X	X	X	
Name/logo on sign at event	X	X	X	
Name/logo on event literature and Map	X	X	X	X
Exhibit Booth	X	X	X	X
Name on sponsor webpage	X	X	X	X
<i>In-kind contributions such as services or products are also encouraged.</i>				

Company Name: _____	Contact Name: _____
-	
Address: _____	
City: _____	State: _____ Zip: _____
Phone: _____	Email: _____
Please check your level of support: <input type="checkbox"/> Emerald \$1,000 <input type="checkbox"/> Gold \$500 <input type="checkbox"/> Silver \$300 <input type="checkbox"/> Bronze \$100	
Enclosed find my contribution of: \$ _____ make check payable to: Village of Homer Glen In memo section ad "EDAD 2017"	
Please indicate how you would like your name/company listed for all recognition:	
Send logo as a .jpg and vector file to: ssteilen@homerglen.org	
Mail check and form to: Earth Day-Arbor Day Village of Homer Glen 14240 W. 151 st Street Homer Glen, IL 60491	
708-301-0632 · Fax: 708-301-8407	

Village of Homer Glen Earth Day/Arbor Day 2017 at Konow Farm

Saturday, May 20, 2017 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 167th and Cedar Rd. It is on the east side of the road between 167th and Bruce Rd.

Parking

Limited parking will be available on site and may be provided at other locations. Carpooling 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. Sellers' fee shall be \$50 or 10% of sales, whichever is less. Selling of items outside of the assigned exhibit space is prohibited.

Setup

Saturday 8:00 a.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.

✂️*****

Table Rental Request: **Requests must be received by April 30, 2017******

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
14240 W. 151st Street
Homer Glen, IL 60491