



Introducing: Northern Valley Earth Fair 2020!

Date/Time: Saturday April 25, 2020 from 11 AM to 4 PM (Rain or Shine Event)

Location: Norwood Public School
177 Summit Street, Norwood NJ 07648

We invite Groups, Exhibitors and Vendors to promote their environmentally friendly or sustainable products or services to the community and/or provide educational information or activities at our 2020 NV Earth Fair. See www.nv-earth-fair.org and the Registration Form attached.

How to be involved:

- Sponsorships are available at several levels, in conjunction with, or in lieu of, reserving exhibit space. Sponsors will be recognized in print advertising and with signage at the event, according to their level of sponsorship.
- Vendors are welcome to exhibit/sell goods for a \$50 registration fee (See FAQ for guidelines).
- Non-profits, education/school groups, service/scout groups, and all local community organizations are welcome to participate or exhibit at no cost!
- Volunteers are needed for all stages of the event.
- Donations to our 501(c)(3) are appreciated!

NV Earth Fair is organized and sponsored by a collaboration of Environmental Commissions, Green Teams and dedicated volunteers from the towns of Closter, Cresskill, Demarest, Harrington Park, Haworth, Norwood, Old Tappan and Tenafly. More towns may be announced as they join us.

All forms and required documents are due together, and as soon as possible but no later than Friday, April 10, 2020. No exceptions will be made.

We look forward to your involvement with the Northern Valley Earth Fair!

Thank you,

NV Earth Fair Planning Committee
nvearthfair@yahoo.com



NV Earth Fair Registration Form

Saturday April 25, 2020 from 11 AM to 4 PM (Rain or Shine Event)

Norwood Public School

177 Summit Street, Norwood NJ 07648

www.nv-earth-fair.org

Complete All Pages & Return with All Required Documents by no later than Friday, April 10, 2020

- ☐ Sponsor
- ☐ Vendor (\$50 Fee)
- ☐ Group (Non-profit, school/service group, etc.) (FREE)
- ☐ Volunteer
- ☐ Donor

Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Email: _____

How did you hear about NV Earth Fair? _____

Space Reservations: ☐ N/A

Items to be on display/activity provided/goods to be sold _____

How will your exhibit/display relate to our Earth Day theme? _____

Number of tables/booths/tents you are bringing: _____

(NV Earth Fair will not supply tables, booths, tents, chairs or other supplies)

Special requests (handicap location, electrical source, etc.) – we cannot commit but will try to accommodate: _____



Sponsors Only ☐ N/A

Sponsor Level			Preferred Reserved "Sponsor" Space	Recognition on website	Recognition on flyers *	Recognition on town sponsor signage *
<input type="checkbox"/>	Bronze	\$100-\$249		name		
<input type="checkbox"/>	Silver	\$250-\$499	x	bolded name	name*	
<input type="checkbox"/>	Gold	\$500-\$999	x	name/logo	name*	name*
<input type="checkbox"/>	Platinum	\$1000 or more	x	name/logo	name/logo*	name/logo*

* Sponsor commitment needed by 3/15/2020

☐ Check here and we will contact you to discuss sponsoring an NV Earth Fair activity or entertainment. We have opportunities ranging from \$300 to \$1500.

Volunteers only: ☐ N/A

In what capacity would you like to help? _____

Donations ☐ N/A

This is a free event and open to the public. Sponsorships and donations are critical to allowing us to provide educational activities and live music that attracts fair visitors.

Contributions to the NV Earth Fair are tax deductible to the extent permitted by law. Our tax identification number is 82-0743970.

☐ \$_____ Yes! I support the NV Earth Fair's goals of raising awareness of Earth Day, environmental issues and solutions (locally & globally)!



Mailing Instructions Checklist

Vendors/ Sponsors/ Groups:

Check those enclosed (all documents must be submitted at the same time **by Friday, April 10, 2020**):

- ☐ NV Earth Fair Registration Form (Required) (*all 3 pages*)
- ☐ Hold Harmless Agreement (Required) (*Completed in full & signed by authorized person AND witness*)
(*notarization not required*)
- ☐ Certificate of Insurance (Required) –

Please ensure that:

- ☐ *Policy Effective Dates & Expiration Dates cover April 25, 2020*
- ☐ *“Description of Operations/Location” indicates “Participation in Northern Valley Earth Fair at Norwood Public School on April 25, 2020” and “Additional Insured” indicates “Northern Valley Earth Fair AND Norwood Board of Education AND Norwood Public School”*
- ☐ *‘Certificate Holder’ is the “Northern Valley Earth Fair”.*

See example provided after the FAQs. Certificates without these minimum items will not be accepted.

- ☐ Email all required documents to nvearthfair@yahoo.com (must be sent at the same time)

Vendors/Sponsors/Donors

- ☐ \$50 Registration Fee (If applicable. Waived for nonprofits and sponsors)
- ☐ Sponsor or Donation Check (if applicable)

Checks should be payable to “Northern Valley Earth Fair” and forwarded to:

**Northern Valley Earth Fair
P. O. Box 35
Cresskill, NJ 07626**

Signature Required:

By submitting this form, you agree to all the terms outlined in the FAQs and are submitting all applicable required documents.

Signed: _____ Dated: _____

Registrations will not be accepted unless all applicable items are submitted together (checks can be sent separately) by Friday, April 10, 2020 and subsequently approved- this includes the Hold Harmless Agreement and Certificate of Insurance!



Frequently Asked Questions (FAQs):

Are there any rules on what kind of exhibits/activities are allowed?

A: All exhibits and activities must relate to an Earth Day Theme as this is an Earth Day celebration. We are looking for the following exhibits, products, services or businesses to be represented at our event (list is not all-inclusive):

- earth friendly/green/sustainable
- alternative energy or fuel
- energy saving products or services
- organic food/products/services
- domestic/wild animal education or rescue services
- agricultural/farm/CSA/community garden related
- green/hybrid/high MPG motor vehicles

Registrations for exhibits and activities that do not relate to an Earth Day Theme will be returned. If you are unsure about whether your exhibit/activity qualify, email us at nvearthfair@yahoo.com.

Are there other guidelines for exhibits, activities or sales?

A: Yes:

- We highly encourage the use of reusable and recyclable decorations and display materials.
- Printed event materials (brochures, flyers, etc.) are allowed however participants are encouraged to help us better meet our "Sustainability" goal by limiting the # of handouts or by using earth friendly or recyclable materials with such documents/articles.
- Participants are asked to refrain from using microphones, speakers, or amplified music unless permission is granted.
- Participants are also asked to refrain from selling or distributing plastic water bottles or nonrecyclable food/drink containers.
- This is an earth friendly event- no smoking, balloons, etc. will be permitted.
- Registrations will not be accepted unless all applicable items are sent in together by Friday, April 10, 2020 and subsequently approved- this includes the Hold Harmless Agreement and Certificate of Insurance!
- Participants may sell merchandise/services at the event as long as items were disclosed on the Registration Form and the form approved (i.e. permission from the NV Earth Fair Planning Committee was granted). Sales tax certificates must be prominently displayed.
- Participants are expected to stay for the duration of the event unless arrangements have been made with the NV Earth Fair Planning Committee in advance.
- All participants are expected to leave the premises in good/same condition as before the exhibit was presented and will be responsible for disposing of any generated trash. This will help encourage a zero-waste event ("Carry-in/carry-out" policy with regard to exhibit materials or decorations).



What are some suggestions for a successful exhibit or activity?

A: Participants are encouraged to have engaging displays and activities, provide informative resource materials, and share with fair visitors how your exhibit or activity contributes to the fair's theme. Also remember:

- Kid friendly and/or hands on activities are especially welcome and will encourage fair visitors to linger longer at your booth!
- To the extent possible, your displays and activities are encouraged to appeal to fair visitors from different local towns and even out-of-state.

How much space will I have to set up a table, tent or display?

A: Space will be standard fair measurements and will accommodate a 10 X 10 tent. If you require more space, respond with specifics to the question "Special Requests" on the NV Earth Fair Registration Form. Spaces are not pre-assigned; they are assigned as you arrive. If you are assigned to a space on grass, no tent stakes or pegs are permitted.

Do I have to bring my own chairs, table(s) and/or tents for the event?

A: YES...tents, tables and chairs are **NOT** provided. A limited number of tables and chairs are available for non-profits.

Can I register the day of the event?

A: No. Each participant should have completed the registration process in advance of the fair, including submission of a Hold Harmless Agreement and Certificate of Insurance. To allow time for these documents to be processed and approved, including by the sponsoring town, they must be received by no later than Friday, April 10, 2020. All participants will need to check-in prior to set up to confirm advance receipt and approval of all documents. No exceptions will be made and failure to submit all documents will prohibit one from participating or exhibiting at NV Earth Fair.

Registrations will be approved on a first come, first received basis. Therefore, we encourage you not to delay submitting your registration form and accompanying documents. Due to space restrictions, we may need to return your registration form and documents to you.

Can I donate goods or services in exchange for a sponsorship level?

A: Yes! If you have an event related service or activity that you can provide or help us with, please contact us at nvearthfair@yahoo.com about donating this in exchange for a sponsorship level.

Can I send in my NV Earth Fair Registration Form and Hold Harmless Agreement initially and then send my Certificate of Insurance at a later time?

A: No. All required documents must be sent at the same time. This is to better facilitate the processing and approval steps performed by Planning Committee volunteers. Therefore, in this example, please secure the Certificate of Insurance first, then send in all the required documents together. Thank you for your cooperation.

Where can I see photos and other information on the event?

A: On our website! www.nv-earth-fair.org

HOLD HARMLESS AGREEMENT

Between the Northern Valley Earth Fair, A NJ Non-Profit Corporation

And

Organization Name

Address (Not Post Office Box)

Telephone Number

Organization Type (Individual, Partnership, Non-Profit Corporation, Corporation, Public Entity)

In consideration of **Participation in Northern Valley Earth Fair and the use of event venue**

On the following dates: **April 25, 2020**

For the purpose of: **Participation in the fair**

The undersigned agrees to indemnify, defend and hold the **Northern Valley Earth Fair, A NJ non-profit corporation (Northern Valley Earth Fair)** and its officers, agents, employees and volunteers harmless from any and all liability, claims, costs and attorney's fees arising out of the participation in Northern Valley Earth Fair and use of the event venue.

I understand that this hold harmless agreement also requires that the **Northern Valley Earth Fair** is indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to.

Unless waived in writing by the **Northern Valley Earth Fair**, I agree to furnish a Certificate of Insurance specifically naming the **Northern Valley Earth Fair** as an additional insured, providing general liability, bodily injury and property damage coverage with minimum limits of liability not less than \$1,000,000 combined single limit. Said certificate shall state that "the issuing company shall mail 30 days written notice to the certificate holder named, certified mail return receipt". It shall also contain a statement acknowledging this hold harmless agreement. No expectations or limitations will be accepted.

In order to induce the **Northern Valley Earth Fair** to accept this hold harmless agreement, the following information concerning the intended participation in the event is furnished:

- Alcoholic Beverages will not be served.
- All requirements set forth in the Registration Form and Frequently Asked Questions will be met.
- Other_____.

This agreement shall remain in full force and effect for any continued, additional or postponed date for the event indicated.

The **Northern Valley Earth Fair** reserves the right to cancel or interrupt the event if the representations set forth therein are not adhered to or if the **Northern Valley Earth Fair** determines that a situation that might lead to personal injury, property damage or violation of law exists.

In cases of any damage or destruction to the event venue caused by an error, omission, negligent or intentional act of the Organization, its agents, servants, employees, guests, licensees and/or invitees, the Organization shall repair or replace the damage at its own cost and expense as expeditiously as possible.

The **Northern Valley Earth Fair** may defend itself at the Organization's expense from any and all claims or lawsuits which may arise out of and/or relating to the Organization's participation in the fair or use of the event venue as set forth herein.

Signed this _____ day of _____ 20____ as the binding act in deed

Name of Organization

Authorized Signature/Title

Print Name

Witness

Print Name

Sample of Certificate of Insurance to be provided by your Insurance Company

Example

Certificate of Liability Insurance (COI)

DATE (MM/DD/YYYY)

1 THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

2 INSURER <i>Insurance Provider's Name and Address</i>	CONTACT NAME	
	PHONE (A/C, No. Ext.)	FAX (A/C, No.)
3 INSURED <i>Your company's name OR DBA + Address</i>	E-MAIL ADDRESS	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSUR LTR	TYPE OF INSURANCE	ADDITIONAL RISKS	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
5	GENERAL LIABILITY					EACH OCCURRENCE (DAMAGE TO TENTED PREMISES (Ea occurrence))
	COMMERCIAL GENERAL LIABILITY					PERSONAL & ADV INJURY
	CLAIMS-MADE: <input type="checkbox"/> OCCUR <input type="checkbox"/>					GENERAL AGGREGATE
	Broad Form Property Damage					PRODUCTS COMPOD AGG
	Basket Contractual					
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	POLICY <input type="checkbox"/> MISC <input type="checkbox"/> LOC <input type="checkbox"/>					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident)
	ANY AUTO					BODILY INJURY (Per person)
	ALL OWNED AUTOS					BODILY INJURY (Per accident)
	NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB					EACH OCCURRENCE
	EXCESS LIAB					AGGREGATE
	DED <input type="checkbox"/> RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC-STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in RH)					E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DEATH - E.A. EMPLOYEES
						E.L. DEATH - POLICY LIMIT

6 DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
This needs to say: Participation in Northern Valley Earth Fair at Norwood Public School on April 25, 2020. Additional insured: Northern Valley Earth Fair AND Norwood Public School AND Norwood Board of Education.

7 CERTIFICATE HOLDER <i>this Needs to say: Northern Valley Earth Fair</i>	8 CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	9 AUTHORIZED REPRESENTATIVE