



**Northern Valley Earth Fair 2018**  
**Saturday, April 21, 2018**  
**Northern Valley Regional Demarest High School**  
**150 Knickerbocker Rd., Demarest NJ, 07627**  
**11:00 A.M. to 4:00 P.M.**

## **2018 NV EARTH FAIR EXHIBITOR/VENDOR GUIDELINES & INSTRUCTIONS:**

### ***Please Read Carefully***

The **Northern Valley New Jersey Area Boroughs/Towns of: Closter, Cresskill, Demarest, Haworth, Norwood, Old Tappan, and Tenafly** coordinate and organize **Northern Valley (NV) Earth Fair** to celebrate Earth Day and to raise awareness of environmental issues locally & globally. **TOGETHER WE CAN MAKE A DIFFERENCE!**

#### **Guidelines for Exhibits/Activities:**

- All exhibits and activities must have an Earth Day Theme, such as:
  - 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
- Vendors and exhibitors 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.
- We highly encourage the use of reusable and recyclable decorations and display materials.
- Printed event materials (brochures, flyers, etc.) are allowed however exhibitors 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.
- Exhibitors are asked to refrain from using microphones, speakers, or amplified music unless pre-approval is granted.
- This is an earth friendly event- Smoking is not permitted. Balloons, etc. will not be permitted. **Non-reusable water bottles are discouraged.**
- Exhibitors/vendors may sell merchandise/services at the event as long they were disclosed on the registration form. Sales tax certificates must be prominently displayed.

- Space will be standard fair measurements and will accommodate a 10 X 10 tent. If you require more space, and didn't respond with specifics to the question "Special Requests" on the NVEF Registration and Sponsorship Form, please contact us at [nvearthfair@yahoo.com](mailto:nvearthfair@yahoo.com).
- **Tents, tables and chairs are NOT provided. Please ensure you arrive with the items you will need.**
- **Prepare for an outdoor event.**
  - **Anticipate WINDY conditions. Please strongly consider bringing weights to secure your tent and/or display. A popular and economical option is to bring several 5-gallon buckets that you can fill with water to secure your tent. A water source will be available.**
  - **This is a rain or shine event so please come prepared. The event will be moved indoors in the event of "HEAVY" rain or life safety issues (e.g. lightning storm, etc.). The NV EARTH FAIR Planning Committee will be responsible for making such decisions and we will make every effort to notify you ahead of time before the event so that you can plan accordingly.**
  - **Please monitor your emails for updates, if necessary.**

**Upon Check-In at the registration/welcome booth/table on event day:**

- All exhibitors and vendors will need to check-in prior to set up to confirm advance receipt and approval of all registration documents. No exceptions will be made.
- Exhibitors/Vendors should arrive at the designated event address for NV Earth Fair from 9 - 10 A.M.- but
  - **MUST ARRIVE NO LATER THAN 10:30 AM**
  - **and no earlier than 9 A.M**
- **NOTE: All Food Vendors shall arrive no later than 10 A.M.**
- **Space(s)** for tents, booth or tables will be assigned on a first-come, first-serve basis. Exceptions for some prime locations are made for high-level sponsors. Any logistical requirements/ special requests (electrical/water sources) must be requested and approved in advance via the registration process.

**During/After the Event:**

- All exhibitors must be ready by the event start time of 11 AM. The Earth Fair will end at 4pm and all exhibits, booths, tables, etc. must be removed from the premises by **5:00 PM** on the date of the event.
- **Exhibitors or Vendors are required to stay for the entire scheduled time of the event and maintain staffing at their designated area/booth for the duration.**
- **All exhibitors 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.**

**Thank you for your support! We look forward to seeing you at the fair.** We sincerely appreciate your participation in this entertaining and meaningful event for the community.

Any questions or concerns can be directed to: **Email: [nvearthfair@yahoo.com](mailto:nvearthfair@yahoo.com)**