



Southbury Energy Fair and Green Expo

EXHIBITOR INFORMATION

1. **Event Date:** Saturday, May 9, 2026, 11 am - 3 pm
Location: Pomperaug Elementary School, 607 Main Street South, Southbury, CT 06488
2. **Admission** to the event is **free** to the public. Parking is available at adjoining municipal buildings.
3. **Cancellation of space:** The Fair is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. Exhibitors must notify the Southbury Energy Fair and Green Expo as soon as possible and no less than five days before the event if they are not able to attend.
4. **We are seeking vendors and exhibitors** whose products, missions, and services support sustainable living, such as environmental organizations, artisans and makers, farmers and growers, energy conservation, alternative energy companies, alternative modes of transportation, outdoor recreation, holistic wellness practitioners, local businesses, and foods, and more. Southbury Energy Fair and Green Expo welcomes nonprofit organizations, small and large businesses, food concessions, governmental agencies and commissions, and educational institutions. We review all applications and do not discriminate on the basis of race, color, creed, gender, gender expression, age, ancestry, disability, marital status, sexual orientation, or military status. However, submission of an application does not guarantee acceptance. The event organizer will select those applicants who are best aligned with Sustainable Southbury’s mission. **The number of vendor/exhibitor spaces is limited.**

5. Exhibitor Pricing

Sponsors	See information on the website
Food Trucks & Concessions	No charge
Commercial Businesses	\$100.00
501(c)3 Nonprofit Organizations	\$ 50.00
Micro Organizations - 10 people or less	No charge
Public Schools and Affiliates	No charge
Municipal, State, and Federal Agencies and Commissions	No charge

6. **Exhibitor Parking:** Exhibitors must park in designated areas



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- 7. **Exhibitor Space:** Approximately 8' x 4' of exhibit space; multiple spaces may be reserved at an additional cost.
- 8. **Food:** No food is allowed in the building
- 9. **Indemnification:** Exhibitor agrees to indemnify and hold harmless the Pomperaug Regional School District 15 and Sustainable Southbury from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Southbury Energy Fair and Green Expo.
- 10. **Insurance:** ALL accepted vendors must provide a Certificate of Insurance naming the Venue Owner (Pomperaug Regional School District 15) and the Event Organizer (Sustainable Southbury) as certificate holders by Monday, May 6, 2026. Vendors must provide a certificate of insurance showing a minimum of \$1,000,000 aggregate/\$1,000,000 per occurrence coverage naming BOTH of the following as additional insured:

Pomperaug Regional School District 15 286 Whittemore Road, Post Office Box 395 Middlebury, CT 06762-0395	Sustainable Southbury 1202 Purchase Brook Road Southbury, CT 06488
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See a sample Certificate of Liability Insurance at the end of this document.

Please email insurance certificates to info@sustainablesouthbury.org or send insurance documents to:

Sustainable Southbury
1202 Purchase Brook Road
Southbury CT 06488

Exhibitors failing to provide the required Certificate of Insurance will not be permitted to participate in the Southbury Energy Fair Green Expo, and the exhibitor fee will not be refunded.

Please note: this one-day insurance coverage is not meant to be cost-prohibitive to your participation in the event. Past exhibitors have found ACT (Artists, Crafters & Tradesmen) Insurance to be an affordable source of insurance. Rates begin at \$49 for a 1 – 3 day event. For more information, visit their website: www.actinsurance.com. The event host has no relationship or agreement with ACT Insurance. Exhibitors may select their preferred insurance provider.

PROOF OF WORKERS' COMPENSATION INSURANCE is required in accordance with CT State Statutes if requested.

- 11. **No Electricity or Generators will be allowed.**
- 12. **Setup / Breakdown:** All exhibitors must be set up and ready by 10:45 a.m. on the day of the Southbury Energy Fair and Green Expo. Exhibitors may begin setting up at 9:00

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a.m. on the day of the Fair. Breakdown can start no sooner than 3:00 p.m. on Saturday and must be completed by 4:00 p.m. No exhibitor is to close before the official closing time. Before leaving, be sure your area is clean and trash-free.

13. **Staffing:** Exhibitor tables and booths must be manned at all times and remain intact until the fair closes at 3 p.m. The Southbury Energy Fair and Green Expo is not responsible for merchandise or display materials.
14. **Exhibitor Items:** Items for sale at the Exhibitor's booth cannot be simply purchased for resale.
15. **Exhibitor Responsibility:** The exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. The Southbury Energy Fair and Green Expo expressly disclaims any responsibility for the same. Exhibitors shall be responsible for any damage that may be incurred to the facilities because of or in connection with their operation. Each exhibitor is responsible for the conduct of his employees and/or representatives, and activities must not detract from the image or welfare of the fair.
16. **Exhibitor Spaces:** Exhibitor spaces will be assigned. Placement, flow, and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your registration, and we will make every effort to accommodate you. Spaces are reserved on a first-come, first-served basis. Exhibitors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands, or additional equipment.
17. **One Business per table:** Only one (1) business per table; space may not be sublet or shared without prior approval of an authorized staff member of the Southbury Energy Fair and Green Expo.
18. **Acceptance:** The Southbury Energy Fair and Green Expo reserves the right to decline any registration for space if it deems such action to be in the best interest of the Southbury Energy Fair and Green Expo.
19. **Tables & Chairs:** Each Exhibitor must furnish their chairs, tables, and stands.
20. **Important Dates:** We encourage you to submit applications as soon as possible, as spots are limited and available on a first-come, first-served basis. We suggest the following to help ensure your spot:
 - a. Submit the exhibitor application using the easy online application as soon as possible, but not after Friday, April 10, 2026.
 - b. ALL insurance certificates should be received by Friday, April 10, 2026.
 - c. ALL exhibitor fees should be received by Friday, April 10, 2026.
 - d. Exhibitor acceptance, booth assignments, event site maps, and other pertinent event information/reminders will be circulated to exhibitors, satisfying all eligibility requirements between April 17 and May 9, 2026.



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Questions may be directed to: info@sustainablesouthbury.org.

Additional information and updates may be found online at www.sustainablesouthbury.org.

SEE THE INSURANCE EXAMPLE CERTIFICATES BELOW

Naming **BOTH** of the following as certificate holders:

Pomperaug Regional School District 15 286 Whittemore Road, Post Office Box 395 Middlebury, CT 06762-0395	Sustainable Southbury 1202 Purchase Brook Road Southbury, CT 06488
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
3/29/2022

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).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext): 303-988-0446	FAX (A/C, No): 303-988-0804
INSURED	E-MAIL ADDRESS: insurancecertificates@bokf.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Acadia Insurance Company	NAIC # 31325
	INSURER B : Firemen's Insurance Company of Washington, D.C.	21784
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: 2114681273 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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	CPA3158728	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	Y	Y	CPA3158728	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Deductible \$ 2,500
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	Y	Y	CPA3158728	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WCA315872924	1/1/2022	1/1/2023	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Subject to all policy terms and conditions.

The Certificate Holder is included as an additional insured within coverage forms provided by the above policies and the Certificate Issuer's Insurance is primary and non-contributory.

CERTIFICATE HOLDER <div style="border: 2px solid red; border-radius: 50%; padding: 10px; display: inline-block;"> Sustainable Southbury 1202 Purchase Brook Rd Southbury CT 06488 </div>	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. AUTHORIZED REPRESENTATIVE
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