

The MREA'S 32ND ANNUAL
ENERGY FAIR
CLEAN ENERGY + SUSTAINABLE LIVING FOR ALL

Food Vendor Information Packet

Everything Food Vendors need to know about vending at the nation's largest and longest running energy education event

Energy Fair Contacts:

Celia Sweet
Events Director
celia@midwestrenew.org

Katie Collins
Events Coordinator
collins@midwestrenew.org

Leon Dulak
Site Manager
leond@midwestrenew.org

General Contact
energyfair@midwestrenew.org

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General Energy Fair Information

Important Dates & Times

Food Vending Dates and Hours:

Thursday, June 22 (Vendor check-in and setup only)

Friday, June 23

Optional Late Night Hours

Saturday, June 24

Optional Late Night Hours

Sunday, June 25

June 23-25, 2023

9:00 a.m. – 6:00 p.m.

9:00 a.m. – 6:00 p.m.

6:00 p.m. – 10:00 p.m.

9:00 a.m. – 6:00 p.m.

6:00 p.m. – 10:00 p.m.

9:00 a.m. – 3:00 p.m.

Fair Dates and Hours

Friday, June 23

Saturday, June 24

Sunday, June 25

9:00 a.m. – 11:00 p.m.

9:00 a.m. – 11:00 p.m.

9:00 a.m. – 3:00 p.m.

Important Addresses

Exhibitor Check-in

7558 Deer Road

Custer, WI 54423

*Look for Roman Pliska Lane once on Deer Road

Shipping Address

Label should read:

Your Company Name, booth number, # of boxes

c/o The Energy Fair, MREA

7558 Deer Rd.

Custer, WI 54423

Back 40 Campground

1215 County Road QQ

Custer, WI 54423

Food Vendor Criteria

All organizations are eligible providing they do not compromise the safety or mission of the Midwest Renewable Energy Association (MREA). The Midwest Renewable Energy Association (MREA) Board of Directors reserves the right to accept or reject any booths and/or advertisements.

All food vendors must meet each of the following criteria:

- Food must be purchased from local, sustainable, or organic farmers.
- Foods may not contain the following:
 - High Fructose Corn Syrup
 - Genetically Modified Organism (GMO)
 - MSG
 - Nitrites and Nitrates
 - Partially Hydrogenated Oils
 - Artificial Colors/Sweeteners
- Plastic single use water or soda bottles may not be used or sold.
- Meals must be served on approved compostable ware. We are partnering with Recycling Connections this year and composting food waste and service ware at a local organic farm. Approved compostable service ware can be purchased through Recycling Connections. Only approved single-use compostable service ware will be allowed. Contact MREA Events Director with any questions.

Payment

Once a registration form or vendor request has been submitted, at least a 50% non-refundable deposit must be submitted within 10 days. If paying by check, please postmark your check within 10 days of registration.

NEW: Full payment **MUST** be received by February 15, 2023, to receive the early bird rate. If payment has not been received, balance due will be updated to the regular rate. **No exceptions will be made.**

NEW: Any vendor who has not paid by Thursday, June 22, 2023, will not be allowed to setup their display.

Insurance

Exhibitors need to provide a Certificate of Insurance giving proof of liability insurance. \$1 million liability insurance is suggested. Please name MREA as the certificate holder. MREA assumes no responsibility for any accident, injury, or mishap which may occur with exhibitors, their employees, and/or customers.

Please send your certificate by mail or email to Brittany Waite at reporting@midwestrenew.org or to the address below:

MREA, Attn: Britt Waite
7558 Deer Road
Custer, WI 54423

Near Zero Waste Certified Event

MREA partners with Recycling Connections to certify the Fair as Near Zero Waste. We have always strived to make this event as low an impact as possible, so we are grateful for this partnership. In addition to purchasing PFAS free single-use compostables, Recycling Connections will be your resource for all things waste reduction. Upon confirmation of your vending, we will connect you with their staff to determine details for your service.

Vending Space

All food vendor booths are outdoors and do not include shelter or floor covering. Food Vendors may bring, rent, or construct their own shelter (must be frame tents only and must fit within 10' 10' exhibit area, more than one exhibit area can be purchased).

MREA Preferred Tent Rental Company Per Exclusivity Agreement:
Charnecke Tents- 715-341-6886

*** Food Vendors must notify MREA if Charnecke will be setting up a tent in your exhibit area.**

Setup

Setup begins at 9:00 a.m. on Thursday, June 22 unless another time has been arranged with MREA staff. Staff may work with each vendor as the event approaches to set up an arrival schedule for ease of load in. All food vendors must be setup by 6:00 p.m. on Thursday, June 22. **All food vendors must report to MREA exhibitor check-ins to verify space assignments and pick up exhibitor badges prior to booth setup.**

NEW: Your electricity will NOT be setup until you have met with a member of the MREA Electrical Team. Please go to exhibitor check-in to request a representative to meet with you at your vending space. Do not plug into any outlets until you have received approval.

During setup, vehicles can pull into the vending area to promptly unload and setup. Vehicles must then be moved to the parking lot unless the setup is a self-contained vehicle. **In order to avoid congestion please move vehicles as soon as possible.** No vehicles will be permitted in the display area after 6:00 p.m. on Thursday, June 22. After 6:00 p.m. your check-in materials will be moved to Will-Call on the East end of the fairgrounds by the fair entrance.

Parking

Food Vendors are **not** allowed to park their trailers in the main parking area during The Energy Fair. There is a designated long vehicle and trailer parking area at the far East side of the parking lot. Food Vendors that do not comply will run the risk of having their vehicles towed to the correct area without notice.

Food Vendors must park in the general parking lot at all times unless setting up or taking down their booth(s). If your booth needs to be re-stocked throughout The Energy Fair, vehicles may be within the display area only from 7:00 a.m. to 8:45 a.m. each day. Hand-pulled wagons may be utilized for 30 minutes at a time and can be borrowed from the Volunteer Tent on the East end of the fairgrounds near the entrance. Once 30 minutes have passed, if the wagon is not returned, the food vendor will incur a \$5 charge every 30 minutes beyond the initial time allotted.

If you own or can source a hand-pulled wagon, feel free to bring it for your personal use.

Takedown

Food Vendor setups may be removed after 4:00 p.m. on Sunday, June 25. No vendor can start dismantling his or her display before 4:00 p.m. All exhibits must be removed from the fairgrounds by

9:00 a.m., Monday, June 26. Any articles or materials not removed from the grounds by 9:01 a.m. will be disposed of by the MREA. The vendor will be billed for all disposal costs.

If a food vendor runs out of food and is unable to vend any longer, please notify an MREA staff member of your situation.

Electricity

All electricity needs to be ordered in advance through the MREA. There is a \$60 charge per 20-amp (approx. 2000-watt) circuit. The price increases to \$75 per 20-amp circuit if ordered after June 15th.

Please note that each electrical heating load requires its own circuit.

Example #1: Three Nesco slow cookers will equal three circuits.

Example #2: One rice cooker, lights, fan, and refrigerator will equal two circuits.

Example #3: One 50-amp receptacle to power all the loads in a food truck will equal three circuits.

Vendors must supply their own extension cords (must be of the three-wire #14 ground, hard-usage type). No 2-wire extension wiring will be allowed. There is a limited number of booth spaces with electricity available. If you need electricity, please be sure that you indicated your electrical needs on your vendor application. If you did not, please email energyfair@midwestrenew.org to order.

NEW: Your electricity will NOT be setup until you have met with a member of the MREA Electrical Team. Please go to exhibitor check-in to request a representative to meet with you at your vending space. Do not plug into any outlets until you have received approval.

Refrigeration & Ice

Refrigeration needs must be ordered in advance through the MREA. There is a \$40 charge. If you need refrigeration, please be sure that you indicated your needs on your vendor application. If you did not, please email energyfair@midwestrenew.org to order. If refrigeration needs are not communicated in advance, cooler space may not be available during the event.

Ice may be available for purchase on-site at the MREA Café or Marketplace. Please let MREA know in advance how much ice you would like to purchase so we can make sure to have enough available.

Compostables/ Biodegradable Serve Ware

The Energy Fair is being certified by Recycling Connections for being a near Zero Waste Event. This year we expect vendors to serve food on certified PFAS-free, compostable ware that is accepted by our local composter when possible. Through Recycling Connections, we can provide you with a direct connection to ordering your approved compostable service ware. Anything purchased for use at the Fair is yours to keep. No returns, refunds, or credits will be allowed. If you run out of approved service ware, some extras may be available to purchase on-site at the Recycling Connections booth, though availability is not guaranteed.

Shipping to The Energy Fair

Materials shipped to The Energy Fair **MAY NOT** arrive before Tuesday, June 20. Please make sure each box is marked with your company name, booth number, and total number of boxes (example: 1 of 5, 2 of 5 etc.)

Shipments should be sent to:

Your Company Name, booth number, # of boxes

**c/o The Energy Fair
ReNew the Earth Institute
7558 Deer Rd.
Custer, WI 54423**

Shipping from The Energy Fair

YOU must make arrangements with the shipper. Please label all boxes (include your business name, contact person for the shipment, and complete shipping address). Package each box for the shipment. If it is not packed the shipper may not take the item. If you can carry your shipment, please move it to the White tent (southwest workshop tent) upon leaving The Energy Fair. If you need forklift service, leave your package at your booth and notify a staff member that your package is ready for moving to the White shipment tent.

Please let your shipper know that the pickup must occur on:

Monday, June 26 between 9:00 a.m. and 2:00 p.m.

Exhibitors will be billed for storage costs for packages left after June 26.

Food Vendor Badges

Each food vendor will receive four exhibitor badges, which will give four people access to The Pre-Fair Thursday Night Dinner and to The Energy Fair each day. Additional badges are available for purchase for \$45 each; email energyfair@midwestrenew.org to order. If you have rotating staff, please remember that you are allotted only four exhibitor badges, if the number of badges needed exceeds four, we will invoice your company for additional badges after the Fair.

If a new staff person needs to pick up their badge for their shift, you will be responsible for getting the extra badge to the Will Call tent near the front entrance for the new staff person to pick up. Badges not in use may stay at Will Call throughout the weekend for new arrival pick up. **If this is not done, we will not allow new staff to enter the Fair without an exhibitor badge.**

Internet

Internet access is currently being evaluated; access details will be available closer to the event.

Refunds

A 50% refund will be issued to a vendor if a written cancellation request is submitted to the MREA by March 15, 2023. Refunds will not be issued after that date. No exceptions or credits will be made. Those who register after this date will have 10 business days after they receive their confirmation to cancel and still receive a 50% refund. No exceptions or credits will be made.

Multilevel Marketing

Multilevel marketing recruitment practices are not allowed at The Energy Fair. A multilevel marketer is one that recruits other dealers to sell their product. Recruiting other dealers is not allowed at The Energy Fair; selling of product is allowed.

Biomass Fired Demonstrations

All indoor biomass-fired space heating devices must meet Phase II EPA emissions standards in order to be displayed or sold at The Energy Fair. Phase II limits are 4.1 grams/hour for appliances with catalytic combustors, and 7.5 grams/hour for appliances without catalytic combustors. Independent testing results must be provided for each device in order for it to be demonstrated or displayed at The Energy Fair.

All outdoor wood fired boilers must meet EPA Phase II White Tag Emission Standards.

Burning for demonstration purposes may be allowed at The Energy Fair per approval from the Town of Stockton Fire Chief. If interested, please contact Celia at celia@midwestrenew.org.

Noise Policy

Sound devices are subject to approval of the MREA and if allowed, must be controlled so as not to interfere with other exhibitors, food vendors, or workshop presentations. The privilege for use of such sound devices may be revoked at any time by fair management. The Energy Fair does not allow food vendors to run generators or make noise in their vending space that will interfere with other vendors.

Event Security

The Energy Fair will provide overnight security. However, to maintain a secure event as well as protect exhibitor and food vendor merchandise, no exhibitors or food vendors will be let into any exhibit areas or food vending areas before official move-in times or allowed to stay in the exhibit hall or food vending areas after The Energy Fair closes on Friday or Saturday.

Please note: FOOD VENDORS ARE RESPONSIBLE FOR THE SECURITY OF ITEMS IN THEIR SPACE.

The Pre-Fair Thursday Night Dinner

Stay tuned for more information on the Thursday Night Dinner.

Rainbows End Children's Area

This area is NOT a daycare. An adult must accompany children at all times. This area will be closely monitored so that children are not left unattended.

Waste & Waste Reduction

Food vendors are responsible for leaving their vending space clean and free of trash or other materials. Booths will be inspected after the move out is complete. If the booth is not clean and free of materials (including food waste), with the exception of freight packaged and labeled for shipment, fines will be imposed.

We encourage food vendors to evaluate what they bring to the event based on if it is recyclable or compostable in Central Wisconsin. Guidelines will be sent to confirmed vendors prior to the Fair. Your effort to minimize waste in your booth will assist overall in our goals for striving for zero waste.

There will be a storage area on-site where food vendors can store their cardboard and packing materials during the Fair for reuse when packing up their booths. Cardboard and packaging materials should be clearly labeled with booth numbers, company names, and contact information. The location of this area will be determined by move in day. Please also note that The Energy Fair does not allow food vendors to hand out plastic promotional bags.

Waste Stations – What Goes Where?

Waste Stations will be set up throughout The Energy Fair for: compost, mixed recycling, and garbage/landfill. There is a dumpster for flattened cardboard located onsite as well.

Compost

Recycling Connections will provide each food vendor with a 5-gallon compost bucket to use during the Fair to keep at your booth and to collect any food scrap materials from your meal preparations. Recycling Connections will check in with vendors throughout the weekend to switch out buckets when needed.

Vendors are asked to serve food on approved compostable service ware during the Fair. Through Recycling Connections, we will provide you with a direct connection to ordering your approved compostable service ware for this event. By adhering to expectations, you will be certified as a Near Zero Waste Food Vendor, receive a certificate to show at your booth, and will receive special recognition in our marketing materials.

Compost will be taken to an organic farm in central Wisconsin. For this reason, we must follow their compost acceptance guidance. Meat and dairy will be accepted this year for composting. Not accepted is any compostable service ware that has not been pre-approved by Recycling Connections.

Recyclable Materials and Paper Items

Containers (bottles and cans)	Paper bags/packages
Glass jars and bottles	Newspapers
Tin/steel cans	Junk mail
Plastic bottles (1 and 2)	Magazines & catalogs
Aluminum cans	Office & other paper
Flattened cardboard	Food boxes

Kennels/Dogs

Dogs are **not** allowed on the fairgrounds, in the parking lot, or in the campgrounds. Dogs and/or any other animal found in any of these areas will be reported to staff and may be removed by the authorities. For a small fee you can keep your pet safe and comfortable at one of the following kennels:

Wag Inn Kennels (Custer, close to Energy Fair)	715-592-4972
Country Paws Bed & Biscuit (Stevens Point)	715-544-4448
Pawsitively Unleashed! (Custer)	715-347-3294
The Barking Lot (Stevens Point)	715-341-9322
Camp Bandy Pet Resort (Amherst Jct.)	715-824-3900
Muckamoor Boarding Kennel (Plover)	715-344-8533

Travel & Accommodations

Travel and accommodation resources are available at <https://www.theenergyfair.org/camping-hotels/>

The MREA will be providing a shuttle to and from The Energy Fair and Stevens Point. Locations are to be announced. Exact times of each shuttle will be published online as soon as they are available.

Rules & Regulations for the 2023 Energy Fair

- A. Once a registration form has been submitted, at least a 50% non-refundable deposit must be submitted within 10 days. If paying by check, please postmark your check within 10 days of registration. Failure to pay or postmark within ten days will result in the cancellation of your registration.
- B. **Any exhibitor who has not paid in full by Thursday, June 22, 2023, will not be allowed to setup their display.**

- C. Cancellations: Vendors must notify Energy Fair management in writing by March 15, 2023, in order to receive a 50% refund. All cancellations received after this date will not receive a refund.
- D. No refunds will be given to no-show food vendors.
- E. It is mutually understood and agreed that any changes to the terms of this contract are not valid unless they are made in writing and signed by both parties.
- F. Food vendors must keep their exhibit space neat and clean, taking every precaution against possible injury to visitors, guests, or employees.
- G. NO pets are allowed anywhere in the parking areas, fairgrounds, or campground. Fair management has the right to contact the Portage County animal control office to have animals removed from any area of The Energy Fair.
- H. All food vendors will be required to keep their booths open from 9:00 a.m. to 6:00 p.m. Friday and Saturday, and 9:00 a.m. to 3:00 p.m. Sunday. Food vendors may sell until 10:00 p.m. on Friday and Saturday. If Energy Fair management notices any vendor has left before these times, this food vendor may not be invited to setup at future Energy Fairs. **Late night hours along with later starts may be available ahead of time. Please contact MREA Events Director if you are interested in flexible hours.**
- I. Food vendors must have at least one person in their space at all times while the Fair is open to the public.
- J. Food vendors must be confined to the assigned space and in NO case may extend to any other part of the grounds.
- K. Each food vendor is responsible for the cleanup of his or her exhibit area. If this is not done, clean up charges will be imposed.
- L. All packaging material used to ship your products will have a designated storage area at the fairgrounds so that you can re-use the packaging material when shipping back your product. Please utilize this option. The location of this area will be provided at a later date. Please label all packaging that you wish to reclaim. Packaging that is not labeled is available for all food vendors to use. If your packaging material is not salvageable after shipment is received at The Energy Fair, please take this material to the recycling/garbage/cardboard area.
- M. Sharing food vendor space with another company is not permitted, violators will be asked to leave the fairgrounds.
- N. If a food vendor is setup in the wrong space, he or she agrees to move to the correct location at his or her own expense and without protest. Further, he or she agrees to pay any contracted parties for the transfer of any installed equipment or tent, unless the contractor failed to follow his or her instructions.
- O. Sound devices are subject to approval of the MREA and if allowed, must be controlled so as not to interfere with other food vendors, exhibitors, or workshops. The privilege for use of such sound devices may be revoked at any time by fair management. **The Energy Fair does not allow food vendors to run engines or make noise in their spaces that will interfere with other areas of The Energy Fair.**
- P. Neither the MREA nor any officers, board members and/or staff members will be responsible for the safety of the property of food vendors from theft, damages by fire, water, storm, vandalism, or other causes, but will take responsible precautions to protect the food vendors from such loss.
- Q. If liability or property damage insurance is desired, the food vendor should obtain it. MREA strongly recommends that, in addition to other insurance, food vendors obtain public liability insurance to protect against possible claims arising out of the food vending space and The Energy Fair.
- R. Halogen lighting usage for food vendors is not permitted at The Energy Fair.
- S. Plastic bags may NOT be given out as promotional items.

- T. Smoking is prohibited in exhibits, vending spaces, workshop tents, and buildings.
- U. Food vendors may not park in The Energy Fair parking area near the Entrance Gate unless a handicapped window tag is displayed in the vehicle; there is designated public parking area for all food vendor vehicles. Food vendors that do not follow this requirement may run the risk of having their vehicle towed to the appropriate parking area. This rule is non-negotiable.
- V. The decision of the MREA Executive Director or his representative(s), in their official capacities, must be accepted as final in any disagreement.
- W. The MREA reserves the right to refuse, stop, relocate, or remove from The Energy Fair any food vendor or their representative and/or vending space, performing any act or practice which, in the opinion of MREA, is illegal, objectionable, interferes with the performance of other exhibitors/vendors, creates a health, safety, or fire hazard, or violates any rules stated herein.
- X. All food vendors are expected to conduct themselves in a professional manner and according to the rules of this agreement. Any unruly conduct, refusal to follow rules, or use of foul language to Energy Fair patrons or personnel will be considered grounds for expulsion from the event. Such food vendors will not be invited to return to subsequent holdings of this event.
- Y. The MREA provides an opportunity for both food vendors and the public to benefit from the purpose of The Energy Fair. It is our policy to protect the environment and respect all participants in this event. We must insist that food vendors provide the same protection for the environment and respect for all participants including fellow food vendors. MREA retains the right to remove any food vendor and his or her vending space from the event if the food vendor does not comply with all written rules and regulations as stated above.
- Z. Food vendors shall comply with those laws, rules and regulations and codes of the state of Wisconsin, Portage County, and of the MREA.