

**MEMORANDUM**

TO: Community Relations Committee

FROM: Avis Meade, Communications Coordinator

DATE: March 8, 2018

SUBJECT: Senior Fair Vendor Fees

Overview

The Community Relations Committee has been tasked with determining whether or not a future Senior Fair vendor fee should be implemented, and if so, what that fee structure should be.

The Committee reviewed Senior Fair Vendor fee options at their February, 12, 2018 meeting and requested that staff provide additional information, specifically the costs of similar senior fairs in the area. Village staff researched similar senior fairs in the area and found that:

Drury Lane Senior Fair	Between \$495 and \$995.
College of DuPage Senior Fair	\$300 for private businesses \$175 for non-profits
DuPage County Senior Fair	No charge
Bloomington Senior Fair	\$75 flat rate
Warrenville Park District Senior Fair	- Basic Table: \$50 - Sponsorships available, \$750, \$500, \$250 and \$100 options that include varied levels of advertising in hand outs and marketing materials.
Village of North Riverside Senior Fair	Small Table \$45, with electric \$55. Large Table \$65, with electric \$75

Recommendation Options

- Option 1: Status Quo
 - No change to the event. Do not implement a vendor fee for any senior fair vendors.
- Option 2: Charge all vendors the same fee
- Option 3: Charge differing fees to private businesses and not-for-profits

- To the extent that the committee is seeking to implement differing fees, here are 4 examples of how this could be accomplished:
 - For Profit: \$25; Not-For-Profit: Free
 - For Profit: \$50; Not-For-Profit: Free
 - For Profit: \$50; Not-For-Profit: \$25
 - For Profit: \$100; Not-For-Profit:\$50

Please note that for-profit is defined as a company or business that earns profit and maintains a business license, and a not-for-profit would include government entities and persons representing or holding a current public office.