

4th ANNUAL SIDNEY HEALTH FAIR 29-30 MAY 2010

BEING AN EXHIBITOR

Cost: \$300-for members, \$500 for non-members, \$200- not for profit for 1 booth for 2 days

EXHIBITOR INCLUSIONS

- one 8' x 8' booth with an 8' table with skirt, backdrop, walls and 2 chairs (please note that sponsor booths have a different size and booths #52 to #57 are 7' deep!)
- Sponsor booths are placed, all other booth positions are done by a draw
- Please advise us (email Marita Schauch) if you DON'T need the table. We will then save the money and energy to set them up and make your set up easier
- Backdrops and table skirts are black, we don't provide a table cloth
- You are responsible for all set up/take down of your own personal displays of your booth, including garbage disposal (onsite), please apply our waste policy (see website)!!!
- Exhibitors must be present for both full days, please provide us with the names of your staff and send the information to Marita Schauch maritahealthfair@gmail.com
- Advertising and Media for the event is included in this cost. We are expecting a large turn out. (Last year was 1400, goal this year 2000)

Please refer to your Island Tent Exhibitor Package and contact Claire Patterson at (250) 385-3541 claire@islandtentsandevents.com or www.islandtentsandevents.com for any requests, including **Electrical** and Displays like smaller tables etc. Contact her as soon as possible, as we are reaching the busy event season and supplies depend on availability.

DETAILS

Please make sure that your booth is payed so our not for profit organization can arrange all necessary logistics. **Deadline for payment is May 12th, 2010. Without secured payment your booth will be repositioned to our waiting list.**

1. Fair runs from 9:30 AM TO 5:00 PM Saturday & Sunday. We have a daily opening ritual and invite you to participate and be at your booth at 9:00 AM
2. Exhibitors will be allowed to set up between 4-8 PM Friday, May 28th or Saturday morning starting at 7 AM.
3. Exhibitors will not be allowed to take down before Sunday, May 30th at 5PM
4. Opening Ceremonies run from 6 to 7 PM on Friday, 28th May -on site. This event is catered courtesy of Stone Street Cafe. A cash bar for refreshments will be available right after the opening ceremony in the Charlie White Theater
5. Name tags and wristbands will be available on Friday at Set up time and Saturday morning
6. Hooks for hanging banners with grommets will be provided by Island Tents and Events
7. Lay out with booth numbers will be displayed at the entrance for ease of set-up
8. A passport will be used to encourage attendees to attend each booth. If you would like to participate in this, **bring a stamp (1/2" sq or less)** to mark their passport with.

9. **Please Note:** The passport is used to encourage attendees to attend each booth. If you **do not** want to participate in this customer-retention promotion, please consider leaving a stamp out for attendees to use on their own or let us know, so that we can mark a 'free' slot on the passport for your booth. The information we collect with these passports is very valuable for us.
10. Fresh Cup will be providing on-site food and refreshments for all visitors but also for you! To make sure that you get your food without losing time, please refer to the included menu and submit your order in advance. The food will then be delivered to your booth! Email the order back or fax until the 17th of May 2010- **freshcupsidney@telus.net**.
11. Please bring door prize submissions to the next scheduled SIWC meeting if you are planning to be in attendance or inform us if you will provide a door prize gift basket and give it to us on Friday the 28th of May so we are able to add it to the door prize display. Thank you very much for your contribution. Please contact Jennifer MacVicar **jenmacvicar@hotmail.com** and give her a detailed description of your basket which will showcase your business contribution.
12. Do you need help? We work with a large group of volunteers. If you need help for your booth set up or take down, please let us know until the 10th of May so we can arrange a volunteer for your assistance. We work with a large team.
13. Volunteer's appreciation: The 4th Annual Sidney Health Fair would not be possible without a large amount of dedicated volunteers who participate in making a difference in the health of our community. We will have a volunteer appreciation event a week after the event. (date/time TBD)
Please consider contributing to this event through thank-you notes, samples, gifts, freebies, financial contribution, etc. and if you are a local exhibitor through a dish and drinks for our potluck! Gratitude and a smile are the basic ingredient of health.
Please inform us about your contribution and contact **marjan.etemadi@gmail.com**
14. Please contact Susi McMillan for volunteer availability of yourself, friends and family at **srlm@shaw.ca**

Any other questions please contact Marita Schauch **maritahealthfair@gmail.com**
and cc Susi McMillan **srlm@shaw.ca**

We will get right back to you to make this event a success! Thank you for your cooperation.

All payments should be made payable to SIWC and dropped off at:

Drop-off in person to:

Phi Massage & Well-being Centre
9756 B Third St. Sidney, BC

Mailed to:

2048 Melville Drive
Sidney BC V8L 2N1

SIWC will issue receipts to all exhibitors after payment has been received at the days of the
4th Annual Sidney Health Fair