



## 2018 Whole Earth and Watershed Festival Exhibitor Instructions:

Questions? [reddingwewf@gmail.com](mailto:reddingwewf@gmail.com)

**In order to make this event work for everyone, it is essential that everyone read these instructions completely and adhere to them!**

a) **ALL EXHIBITORS AND FOOD VENDORS:** All Exhibitors and food vendors will **enter from the Cypress Ave City Hall entrance** (Civic Center Dr.)

b) **CHECK-IN:** You will be greeted by volunteers as you get to the Fountain Circle where you will be given your Exhibitor packet (Booth #'s will be emailed by April 19th or phoned for those without email).

b) **ARRIVAL TIME:** All Exhibitors must arrive between **8:00am and 10:30am** and be completely set up by 10:45am. The Festival will start promptly at 11am. If you have a complicated set up, please arrive as close to 8:00am as possible. If you feel you need more time PLEASE CALL 530-243-2403 and ask for PEGGY

c) **UNLOADING AND PARKING:** The area around the large fountain is an **UNLOADING ZONE** and is **not** for **PARKING**. Exhibitors cannot leave their vehicle unattended while unloading. Event volunteers will be there to help you unload and set-up. As soon as you are unloaded, please park your vehicle somewhere off site. There is space available at 3 locations directly across Cypress (north). If you are able to walk, please park as far away as possible leaving sites closest for our attendees. \*\*Remember there is a free continuous RABA Shuttle running between the downtown RABA terminal and City Hall. SPREAD THE WORD!

d) **WHAT TO BRING:** You are responsible for your own **chairs, tables, and canopy (including weights in case of wind) and extension cords if you requested electricity**. Remember you cannot stake anything in the grass! If you **paid for a table with your application** please retrieve it at the **Community Room** located next to the Council Chambers. We will not have extra tables on the day of the Festival!!

e) **BOOTH NUMBERS:** Booth numbers will be indicated on your map as well as on the ground so please look to make sure you are in the right space. Your Booth Number needs to be visible at all times. This helps our attendees locate you!

f) **FOCUS OF YOUR BOOTH:** Exhibits must be related to healthy living, healthy communities, and/or a healthy planet including sustainable living/environmental education/conservation/promoting our local economy. This **should be the focus of your exhibit**. Interactive or hands-on exhibits work best.

g) **ZERO WASTE EVENT**: We are striving to make this a **zero-waste event**. There will be recycling containers for plastic, aluminum, and glass as well as extra landfill cans. We ask that you consider this as you plan materials for your booth.

h) **FULL PARTICIPATION**: Please have a representative at your booth throughout the event and do not take down your Exhibit **until 5 pm**. This is a rain or shine event. **Please no exceptions!**

i) **CHECK-OUT**: When the event is over, please check your area for trash, fold your tablecloth and deposit it and your Booth number and binder clips at either Info Booth. We will have recycling available at the Info Booths! If you have used one of our tables please **bring it back to the front of the Main Mountain Stage** or get an Event Volunteer to help you.

j) **HELP DURING EVENT**: If you need assistance during the event, please ask an Event Staff person at either Information Booth. They will be the cheerful, helpful volunteers wearing a lanyard!!

k) **HELP PROMOTE THE FESTIVAL**: Hang posters please! We have tv and radio ads ongoing. We are promoting lots of our exhibitors and our sponsors with posts each day. It will help us AND YOU if you can share/link/like our facebook page (**The Whole Earth and Watershed Festival**) and click on "Like" and share the posts!

**We are looking forward to an amazing Festival in 2018 and hope you are too!!**

We will have an Exhibitor Meeting the week of April 16<sup>th</sup>. Will send the date once it is confirmed!

[www.wholeearthandwatershedfestival.org](http://www.wholeearthandwatershedfestival.org)