



## 2019 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 15th or phoned for those without email).

**b) ARRIVAL TIME:** All Exhibitors must arrive between **8:00am and 10:15am** 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) FOOD TRUCKS** Please **DO NOT arrive before 10:15am**. This allows our other Exhibitors to get in and unload in the space you will be occupying. We are striving to accommodate your electrical needs as best we can with what the City provides at this site so you do NOT run a generator during the Festival. Be sure to bring at least a 12 gauge extension cords with you to plug into the electrical outlets provided. If you have any questions or concerns please call Peggy BEFORE April 20<sup>th</sup>. 530-515-2151

**c) UNLOADING AND PARKING:** The area around the large fountain is an **UNLOADING ZONE** and is **not for PARKING**. You will be given a placard with your booth # for your windshield when you check in. A volunteer will place it under your windshield wipers when you arrive. Exhibitors cannot leave their vehicle unattended while unloading. **PLAN TO UNLOAD QUICKLY!** Event volunteers will be there to help you unload and set-up. As soon as you are unloaded onto the sidewalk, please park your vehicle somewhere off site. There is space available at 3 locations directly across Cypress (north) OR behind City Hall (Parkview side). 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 in the **Council Chambers Foyer**. We will **not** have extra tables on the day of the Festival!! Please come prepared!

**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. You will receive this along with several large binder clips with your Exhibitor packets. 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. Please stay within the designated 12 x 12 space.

g) **WHOLE EARTH PASSPORT AND FESTIVAL GUIDES:** You will be receiving a few PASSPORTS and Festival Guides with your Check-in Packet. We would appreciate your sharing those with attendees. The **Festival Guides** help you and our attendees know what is going on throughout the day and include a map and list of Exhibitors. The **Passports** are a vehicle to get people throughout the campus. They need to visit 1 Booth in each area and turn it in to the Information Booth. Prizes are given away throughout the event. YOU just need to initial and put your booth number next to the color IF an attendee asks! If you'd like to donate a prize to be given away, simply bring it to the Information Table before the Festival starts!

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. There will be garbage cans, recycling containers around the site as well as a large cardboard recycling bin behind the council chambers. Please help us keep the area clean!

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 the 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 area in front of the INFO BOOTH** or get an Event Volunteer to help you.

j) **HELP DURING EVENT:** If you need assistance during the event, please call 530-515-2151; ask an Event Staff (bright green vests) for assistance or come to the INFO BOOTH. We will have a First Aide kit available.

k) **HELP PROMOTE THE FESTIVAL:** Hang posters and especially share on your SOCIAL MEDIA! Be sure to share/link/like our facebook page (**The Whole Earth and Watershed Festival**) and posts! There are shareable materials on the website: <https://wholeearthandwatershedfestival.org/shareables/>  
Together we will make the 2019 Festival to best yet!

**We are looking forward to an amazing Festival in 2019 and hope you are too!!**

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