



Tri-Cities Volunteer Fest



SATURDAY, OCTOBER 18TH, 2008 ♦ 9:00 A.M. – 6:00 P.M.

PARTICIPANT INFORMATION

SET UP & TAKE DOWN

- Sign in will be at 8am to 8:30am. Tables must be set up by 9am sharp. Please have your table staffed for the duration of the day, until the mall closes at 6pm.
- **BEFORE** going to your display area, all participants **MUST** first register at the Registration Booth, where event materials will be given out.
- Please the display areas as they found them -- CLEAN and NEAT.
- Please insure all garbage/debris is placed in garbage cans before exiting.

DISPLAYS

- Please insure the display is staffed for the **FULL** duration of the event.
- Displays cannot be over 6 feet tall and the backs should be decorated as well. All cartons and extra materials should be stored under the skirted display table out of sight.
- Please insure that all Mall access ways and storefronts are not blocked by any displays and do not tape up any paper on mall walls.
- Please be as creative as possible with your table display area and the presentation of your materials.
- No helium balloons allowed – but non-helium balloons welcome.

MORE INFORMATION

- If at any time participants need assistance Festival volunteers will be roving the site and the registration table will be staffed throughout the day.