

Whole Earth and Watershed Festival



Email: reddingwewf2010@yahoo.com
Website: www.wholeearthandwatershedfestival.org

Exhibitor Instructions:

- 1) **The Festival will be open to Exhibitors and Vendors starting at 8:30am on Saturday April 24th. Please have your booth ready to go by 9:45am!**
- 2) **Exhibitors will need to unload on the south side of City Hall off Parkview Ave unless you are part of the Watershed Group or one of the large Exhibitors or artists setting up in the front circle.** There will be volunteers along the back area to assist you unload and set-up. They will have "Event Staff" lanyards and a smile! We will be trying to keep parking areas close to the site open to allow easier unloading. Please be patient with one another! Once you have unloaded please move your vehicle to a spot as far away as you can!
- 3) **Watershed folks** will have a "W" sign in your packet or will be sent to you in an email with the packet information. You will need to show this to the parking attendant as you come to the circle entrance. We ask that you park either in a designated spot or parallel to the circle to unload. Then please park your car in the back parking lot or to the west of the Farmer's Market. You will need to be finished unloading and out of the circular area by 9:30am.
- 4) **RABA, Turtle Bay, Shasta Fire Safe Council, Debbie Does Candles, Gary Jensen (artist), Jay Schell (artist), and Studio Lee (artist)** will have a "D" sign in your packet or will be sent to you via email. You will need to show this to the parking attendant as you come to the circle entrance. We ask that you check with Leslie or Peggy about specific parking arrangements. We hope to have the **RABA bus, Shasta Fire Safe Council, and the Turtle Bay semi in by 8am.**
- 5) **To check in**, please go to one of the **Information Booths (Tehama area (south side if your booth is in the Plaza area) if you are Booth 1-18 or Trinity Area (north side if you are Watershed or in Sculpture Park) for Booths 19-113** to pick up your map, tablecloth, survey, and booth number. There are over 95 Exhibitors so check-in will be by booth numbers to quickly get you on your way. Remember to bring some form of weights for your canopy as you will **not be able to stake it** in the Park! **Remember chairs please!!**
- 6) **All booth numbers** will be indicated on your map, the Exhibitor's List, and will be marked on the sidewalk so please look at the ground to make sure you are in

2010 Whole Earth and Watershed Festival Executive Committee Members:

Citizens for Responsible Government, First United Methodist Church, Halcyon Solar Construction KIXE-TV, Redding Electric Utility, Sierra Club, Shasta Community College, Shasta Land Trust, The Shasta Conservation Fund, Traveling Bohemians, Western Shasta Resource Conservation District, Women's Health Specialists

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the correct spot!!

- 7) **If you have requested a table**, please go to the **Community Room (located next to City Council Chambers)** to pick up your table.
- 8) Exhibits **must** be related to **sustainable living and/or environmental education in some way** and are to be the focus of your exhibit. At this type of event, interactive or hands-on exhibits usually work best.
- 9) **We are striving to make this a zero-waste event.** There will be recycling containers for plastic, aluminum, and glass as well as cardboard. Please consider this as you plan materials for your booth! **Please no Styrofoam!!**
- 10) **Please have a representative** at your booth throughout the event and we ask that you not take down your Exhibit **until 3pm**. We would also appreciate your filling out a survey we will provide when you check in. We appreciate any comments or feedback you are able to give us!
- 11) **When the event is over**, please check your area for trash, fold your tablecloth and deposit it and your survey at either Info Booth. If you have used one of our tables, please bring it back to the Community Room. If you need assistance, please ask an **Event Staff** person. They will be the cheerful, helpful volunteer folks with the lanyard!!

*****If you need additional flyers please let us know! We would appreciate your putting them up and spreading the word about this event through any contacts you may have! This year we have the Home and Garden Show going on the same weekend so your involvement in helping to advertise will be extra important!!**

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

Contact: Peggy Rebol 243-2403 x 303 or Leslie Bryan 365-7332 ext. 215
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