



Showcasing Our Businesses

EXHIBITOR CHECK-IN NOTES

SHOW SITE:

Arrowhead High School
700 North Avenue, Hartland (North Campus)
– Approximately .3 miles north of Hwy 16
(Heading east Hwy 16; exit 182/North Avenue; left on North)
(Heading west on Hwy 16; ext 183 Merton Avenue, straight ahead on Hartbrook Drive to North Ave; right on North)

EXHIBITOR NETWORKING

8am – 10am; all REGISTERED exhibitors are invited to participate in business-to-business networking. No walk-ins allowed. Courtesy refreshments provided.

PUBLIC HOURS:

10am – 3pm; booths should be staffed and information available during that time.

BOOTH INFO:

You will have a 8x10' booth space with curtained backdrop and side rails; a 2x8' skirted table; chair; 7x44" sign.

Note: Exhibitors can use own sign but cannot pin/tape/staple to curtain-can only hang from pole or use S-hooks in grommets. If you choose to hang your own sign, the pre-made sign must remain visible so your booth number is identifiable.

SET UP:

Friday, March 20: 6:00 – 7:30 pm
Not responsible for items left in booth area overnight
Saturday, March 21: Begins at 7:30 am

TAKE DOWN:

Saturday, March 21: 3:00 pm

ENTRANCES

Visitors will be entering the fest through either the main entrance of the school, marked "General Entrance 1" or the southwest entrance marked "General Entrance 2" on the parking diagram. All Exhibitors will be asked to park in the Vendor Parking area in the back of the school after unloading to allow visitors access to all the general parking lots.

To ensure the easiest path in and out of the building, Exhibitors should plan to unload/load at the southwest location, marked "vendor entrances" on the parking diagram. Sponsors may enter through the main

entrance, but please park your vehicles in the vendor parking lot when finished unloading.

ELECTRICITY

Limited electrical access is available. All exhibitors must register and pay for access to electricity prior to the start of the fest. Non-registered exhibitors are not permitted to hook into electrical outlets.

SALES

No exhibitor may sell food/beverage unless previously registered as a Food Vendor. No direct sales of goods, products or services are allowed during the event (except for non-profits).

DOOR PRIZES

All **Grand Prize** items should be delivered to the East Gym where Food Pantry/Used Cell Phone donations are also being accepted.

All **Helicopter Ping Pong Ball Drop Prizes** can be displayed at your booth. The drop will occur at 2:45pm. If the ball with your booth number is found, the winner will return to your booth to collect their prize. Please keep and flatten the ball to prevent it from inadvertently being picked up by someone else.

If you have not previously signed up for the Grand Prize or Helicopter Drawings, but wish to give away a door prize, you are welcome to do so on your own terms. We wish to remind everyone that the event is being held at a school so **please refrain from including alcoholic beverages as a part of any door prize.**

VOLUNTEERS

Event organizers will be on hand to answer questions and a number of high school volunteers, will be available to help with vendor set up. Due to student schedules, we cannot guarantee the students will be available after the fest to help with break down. If you need assistance, please ask one of the event organizers.