

WELCOME!

2016 ACT KIDS HEALTH FAIR

EXHIBITORS & VENDORS

On behalf of the Board of Directors of the Arizona Coalition for Tomorrow, we would like to thank you for expressing interest in participating at the 26th annual health fair. In order to make the process easier and more efficient for everyone, the following is a list of procedures we request that everyone follow for the set-up and take-down of your display area:

SETUP: Friday, September 23, 2016: 5:00 p.m. to 8:00 p.m.

1. Please have representatives available to bring items and set up your area/table between the above hours to be ready for the event Saturday morning. Saturday is **NOT** an option for setup.
2. When you arrive you will be greeted by the Section Coordinator who will direct you to your specific area on the Cartwright Center campus. All areas will be mapped out and Exhibitors & Vendors will already be assigned their tables based upon convenience, logistics and specific needs.
3. If you have any setup concerns, please direct them to the Section Coordinator. Areas and/or tables may not be moved since the Emergency Response Team and the Fire Marshall will have approved the plan as stated on the map.

Saturday, September 24th: 06:00 am to 4:00 p.m.

1. There will be a separate Check-In area for Vendors/Exhibitors which will be located at East entrance of Kroc Center, South side doors.
2. Providers will Check-In at 06:30 AM Saturday morning.
3. Everyone is welcome to stop by the cafeteria after Checking-In for continental breakfast Saturday morning.

4. The event begins at 7:30 a.m. SHARP!

5. Lunch is available from 11:00 am to 1:00 pm in the cafeteria for **Exhibitors, Vendors, & Volunteers ONLY**.
6. When the Coordination Team makes the announcement, at the end of the day, you are free to start dismantling your area.
7. Exhibitors/Vendors, your contact Coordinator is Melody Elkin, KidsHealthFairACT@gmail.com, (623) 295-1159

YOUR PARTICIPATION AND EFFORT TO FOLLOW THESE INSTRUCTIONS IS GREATLY APPRECIATED!