



Dear Fit & Fun Earth Day Fair Exhibitor,

Thank you for participating in the 2015 City of Sunnyvale Fit & Fun Earth Day Fair to be held on **Saturday, April 25 from 10:00 a.m. to 3:00 p.m.** at the Columbia Neighborhood Center (CNC), 785 Morse Ave., Sunnyvale. **Below are the Exhibitor Instructions for your review:**

<b>STEPS TO FOLLOW THE DAY OF THE FAIR</b>	
<b>Sign-In &amp; Set-up</b>	<b>You must Sign-In at the Information Booth located by the parking lot facing Morse Ave. no later than 9:15 a.m. and be set no later than 9:45 a.m.</b> Upon arrival, you will be given your assigned space information/map. The fair is open to the public starting at 10 a.m. If you have your own volunteers staffing your table, please let them know to check in as <u>exhibitors, not volunteers</u> , as the City has our own event volunteers and we don't want to put your volunteers to work accidentally!
<b>What to Bring/ What Not to Distribute</b>	We suggest you bring paperweights or rocks to hold down your materials as it is usually windy on the day of the event. Bring your own supplies (i.e. tape, scissors, pens, etc) and signage/decoration for your table/booth. Sunnyvale municipal code does not permit polystyrene foam food ware or the use of single-use plastic bags. No food or drink can be distributed. Do not bring any valuables or leave valuables unattended at your table. Food trucks will be vending all day, please bring cash if you wish to buy food/drinks. Water containers will be on site, bring your refillable water bottle to stay hydrated.
<b>Unloading Zone for Exhibitors Only</b>	<b>There will be a designated unloading zone for exhibitor use near the fair entrance facing Morse Ave.</b> Look for volunteers or signage for unloading area. Volunteers may be able to help you unload. Bring luggage carriers or a cart to make carrying your supplies easier for you. There will be many vehicles at the same time – it is extremely important that you have all your supplies unloaded quickly and before 9:15 a.m. <b>DO NOT LEAVE YOUR VEHICLE IN THE UNLOADING ZONE IN FRONT OF CHECK IN, AS YOU WILL BE TOWED PER DEPT. OF PUBLIC SAFETY.</b>
<b>Parking</b>	<b>After you unload, you must move your car.</b> <u>There will NOT be a designated parking area for exhibitors.</u> Street parking may be limited. We suggest that you arrive early to unload then park at any first-come, first-serve parking space. Limited spaces parking lots are found in front of the CNC, behind Columbia Park on San Diego Ave. and next to the Columbia Middle School at the end of the campus/next to the preschool.
<b>Weather</b>	This is an outdoor event and the weather is unpredictable. We encourage dressing for the elements and using sunblock. The event will be held rain or shine.
<b>Exhibitor Evaluation</b>	An exhibitor evaluation will be provided to you at sign-in. We ask that you complete the evaluation form before you leave. We value your input and will use this survey for suggestions and improvements for next year's fair. Return the survey at the Information Booth when you sign out for the day.
<b>Sign-Out</b>	<b>Please sign-out at the Information Booth.</b> Your organization is expected to stay for the entire length of the fair from 10 a.m. – 3 p.m. as outlined in the Exhibitor Agreement. <b>To ensure a high quality event for all for the duration of the fair, please make arrangements with your staff and volunteers for total event coverage.</b>

If you need to contact City staff the morning of the fair, e-mail Alicia Gilliam at: [agilliam@sunnyvale.ca.gov](mailto:agilliam@sunnyvale.ca.gov) Staff will not have landline access, but will receive email mobile notifications.

If you will not be attending the fair, but you will be sending someone from your organization, please provide them with this letter and FAQs.

*We appreciate all of your efforts in promoting health, safety and green living in the City of Sunnyvale! We'll see you at the Fair!*