



2015 City of Sunnyvale Fit & Fun Earth Day Fair

Frequently Asked Questions

Q1: **Is the Fair an outdoor event?**

A: Yes, the fair is held outdoors, on the grounds of the Columbia Neighborhood Center/Columbia Middle School and is held rain or shine. We suggest that you also bring paperweights or rocks to hold down your materials/papers as it is usually windy on the day of the event. Prepare for sunny and/or windy conditions by bringing sunscreen, hats and wearing jackets.

Q2: **Can we rent booths? Can we bring our own tent?**

A: The city cannot provide booth rentals for exhibitors. You may bring your own pop up tent or canopy, no larger than 10' x 10'. You are responsible for setting it up and making sure it is properly secured.

Q3: **How many chairs will we have and how long are the tables? Can I bring my own?**

A: You will be provided an 8' covered table and a maximum of two folding chairs. You are welcome to bring your own table and chairs, however your exhibition area can be no larger than 10'x10'. This does not apply to mobile units, sports clinics/demonstrations and health screening exhibitors.

Q4: **How many people do you expect to attend and what ages are represented?**

A: We anticipate over 1,500 attendees of all ages. Please bring bilingual materials for your table.

Q5: **What is the check in process on the day of the event?**

A: **Please plan on arriving by 9:15 a.m.** in order to secure parking, have enough time to unload, check in at the Exhibitor Check In Booth, set up a tent if you are bringing one, and organize the items on your table.

Q6: **Do I need to check out?**

A: Yes, your organization must check out at the end of the fair and indicate the time of check-out. As outlined in the Exhibitor Agreement, your organization should remain at the fair from 9:15 a.m. – 3 p.m. Many attendees can only attend the fair towards the end of the day, and we want their experience to be just as informative and engaging as those who come earlier.

Q7: **Will we have access to electricity at the fair?**

A: Unfortunately, there is extremely limited electrical access on site. Please indicate any need for electricity on your registration form. We will make every effort to place your table accordingly; however there are no guarantees and spaces will be allocated based on application submission date and as available. Due to noise and odors, please do not bring a generator.

Q8: **What are examples of items that I CANNOT distribute and how can I help make this a green event?**

A: This event promotes health and wellness and we ask that you do not hand out candy or other items that do not support the health of participants. We also strive to have a green event. Balloons are not allowed. Note that Sunnyvale Municipal Code does not permit the use of polystyrene foam foodware or single-use, disposable plastic bags, Avoid mass distribution of handouts (printed material). Instead, make the printed material or presentation available electronically should

people prefer to browse your information online or via email. If you do have printed material available, print on both sides and print on the highest post-consumer paper possible with a minimum of 30% post-consumer content. Avoid distributing giveaways that are individually packaged, as this can lead to litter discarded on school grounds. Use decorations and display items that can be recycled or reused.

Please do not bring food or drink items for distribution or sale to the event, as we will offer the public, City of Sunnyvale pre-approved, Santa Clara County Department of Environmental Health permitted food items.

Q9: Will you have food available for the exhibitors?

A: Food will be available for purchase at the food truck(s), which may only accept cash only. You may also bring a bag lunch if you cannot leave your booth or table. Water will be available for everyone. Remember to bring your reusable water bottle.

Q10: Do you have any decorating ideas for exhibitor canopy tents/tables?

A: We encourage you to bring colorful signs/display pieces and reusable giveaway items. Tables will be covered with a reusable plastic covers, but you may bring your own table cover, banner or posters to attract people.

Q11: Do you have ideas for a family/children's activity for my booth/table?

A: In the spirit of engaging our young fair visitors, all exhibitors are encouraged to have a child friendly activity at their table. An example would be a craft or game that teaches children about wellness or safety. Safety bingo wheels, nutrition themed coloring pages, and opportunities to win prizes have been enjoyed by children at other City events.

Q12: What if my organization needs to cancel?

A: A written cancellation notification must be submitted **no later than Wednesday, April 2, 2015**. Notifications should be emailed to fitandfunfair@sunnyvale.ca.gov or mailed to the Columbia Neighborhood Center, Attn: A. Gilliam, 785 Morse Avenue, Sunnyvale, CA 94085.

Q13: If I have questions after reviewing all FAQ's, who do I contact?

A: You may contact Alicia Gilliam, City of Sunnyvale Youth & Family Resources Program Coordinator via email at fitandfunfair@sunnyvale.ca.gov or (408) 730-7807. Messages will be checked periodically until the start of the fair. You may visit FitandFunFair.inSunnyvale.com for additional event details. Mailing address is: Columbia Neighborhood Center, 785 Morse Avenue, Sunnyvale, CA, 94085.