

# GREEN LIVING FAIR INFORMATION AND RULES

Location: **Highlands Civic & Recreational Center**  
US Hwy. 64, Highlands, NC

Time: **Saturday, July 25, 2009**                      **9:30 am – 4:00 pm**

Admission:    **\$7.50 adults (18 years & up)**            **Kids Free**

**Outdoor Green Market**    **9am – 1 pm**    **Free**



Green Living Fair



## Purpose of the Event

**To bring the public together with providers of information, resources and services relating to environmentally conscious lifestyles and building construction in order to help minimize our impact on the planet and create healthier people, homes and communities.**

## Event Sponsor

Event sponsorship is a great way to support the Green Living Fair and promote your business. Individuals can be sponsors as well and be recognized as helping to create a level of environmental awareness in our local communities.

All event sponsors receive recognition in the Green Living Fair promotional materials. Sponsors will have their name put on the Green Living Fair Tote Bag which will be given to all visitors at the event! In addition, each sponsor level (see registration form) will receive tickets to the event and an ad in the Green Living Fair Program. **Sponsors can maximize marketing potential by getting ads in by May 15<sup>th</sup> to be included in all pre-event promotions.**

\*\*\*Special Sponsorship Offer\*\*\* (*limited number*)

**Tote Bag Sponsors** will have their name & logo on the bag (*see registration form for details*)

## Advertise in the Event Program

Whether you choose to join us as a vendor or not, you can still support the Green Living Fair and promote your business or organization by advertising in the **Green Living Fair Program**.

The Program is a listing of the many businesses, organizations and institutions in our region offering “green” goods, services and information and will be distributed to all visitors at the event. This makes the Program an excellent resource which people can keep for years and possibly share with others looking to “green-up” their lifestyles. At the close of the event, remaining copies will be made available at no charge to Vendors and Sponsors.

Ads in the Green Living Fair Program must be in JPEG format. Both payment and ad must be submitted by June 26, 2009. Please refer to the registration form for sizes and pricing. Maximize marketing potential by submitting your ad by May 15<sup>th</sup> to get in pre-event publicity.

*The Green Living Fair staff has sole discretion on acceptability of vendors, advertisement and display materials*



## Vendors

All vendors must check in at the Exhibitor Registration table prior to setting up.

- **Vendors may begin set up Fri., July 24<sup>th</sup> between 6 - 9 pm or Sat., July 25<sup>th</sup> between 7 - 9 am.**
- All Vendor displays must be ready no later than 9:15 am, Saturday, July 25<sup>th</sup>.
- Vendors are responsible for set-up of their booths.
- All booth spaces are 8' x 9' and include one 8' banquet table & 2 chairs.
- Booth assignments and floor plan will be determined by GLF staff, however, special requests will be considered. You may request extra chairs or tables at check-in.
- **YOU MUST INDICATE ON YOUR REGISTRATION FORM IF YOU REQUIRE POWER TO YOUR BOOTH. THERE IS A \$10 FEE FOR POWER.**

## Non-profit Vendors

Non-profit Vendors are offered a lower booth rate with the understanding that their purpose is education, information, activism and regional cooperation, NOT direct fundraising or product sales. Limited transactions are permissible, for example, membership dues or organization t-shirt sales, however, the intent should not be to engage in direct sales or fundraising.

## Vendor Booth Breakdown / Clean Up

**Vendors may not begin breakdown until 4:00 pm and must be finished by 6 pm.** Please place trash in appropriate containers or take it with you. Clean up charges may be imposed for damage or trash left during, or after, the GLF.

## Signs / Flyers

Exhibitors need to provide their own signs, flyers or banners. Signs or banners must not extend into, or interfere with, adjacent booth spaces in any direction. Flyers and handouts may be distributed from booth space only and on walking aisles to your exhibit.

## Dogs and/or Pets

Pets or animals, except service animals, are not allowed in the Highlands Civic Center. Thank you for your cooperation.

**THANK YOU FOR TAKING PART IN THE GREEN LIVING FAIR 2009!**

*Hosted by*



Questions? Contact Debbie Lassiter at (828) 526-9938, ext 320  
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