

2019 Community Health & Wellness Day

Vendor and Worker Guidelines

Please distribute to anyone assisting with your booth.

- The purpose of the festival is to provide resources to improve personal health, family safety, and community wellness.
- Make sure that you are parked in the **designated** Exhibitor/Worker **Parking Area**. This area will be in the 100 & 200 Doctors building parking lots to the left of Coffee Regional Medical Center. You are allowed to park temporarily in main parking lot to unload, but please move your vehicle to designated area so our guests have a place to park.
- Tent and Table setup will be on Friday from 2:00pm-5:00pm or Saturday morning at 6:30am-7:30am. We Tents and tables will be monitored by CRMC security Friday night.
- If you have someone working with you at your exhibit, please make sure that person can be identified by a name tag, badge, etc.
- Your booth must be staffed continuously. Each representative registered may have up to **four** persons staff their booth at any one time during the Festival. One person should be free at all times to speak with customers. Please do not block walkways.
- Exhibit booth space will be approximately 14 foot x 14 foot to allow room for tents up to a 12x12 in size. A limited amount of chairs will be provided and paper table clothes for tables as requested.
- **Recommendations for success:** Social Media is a great way to create hype about what you are doing at the festival. Develop a marketing campaign that attract customers to your booth and the event. Success comes when we work together to offer best products and services to our community!
- **Retail Items Must be preapproved**. You will receive a confirmation letter approving or denying.
- **Retailers not selling items-** We suggest providing a registration at your booth for giveaways to secure names, address, phone, and email for later contact.
- Do not break down exhibit early. Some customers do not arrive until 11:30am for the blood profile and then tour exhibits. Please breakdown at 12:00noon.
- Check out time is 12:00pm, festival day. CRMC or Community Services are not responsible for any items on CRMC property after 1:00pm. Please pick up all trash, disposable table clothes, drinks, etc... and dispose in the trash can prior to leaving.
- We want workers to take advantage of opportunities and material available. However, exhibitors may have planned for a limited number of people, so please allow our community patrons (our paying customers) to have every opportunity before workers pick up giveaway items. Exhibitors and workers are asked to wait until the later part of the scheduled festival time to take advantage of giveaway items and educational material.
- If you need anything, please contact Danny McCarty, 912-383-6988 or danny.mccarty@coffeeregional.org .