

# Riverview Holistic Fair



## Exhibitor Information

Revised Jan. 6, 2012

### *Schedule:*

- **Date:** Saturday March 3, 2012
- **Time:** 10 a.m. - 5 p.m.
- **Set-Up:** 8 a.m. - 10 a.m.
- **Schedule:** You set your own schedule in terms of appointments and breaks.

### *Location & Facilities:*

- **Location:** Coverdale Centre
- **Address:** 50 Runnymede Rd, Riverview, NB E1B 4T9
- **Driving Directions** (*from Moncton*): Take the Gunningsville Bridge (the new bridge) and exit left onto the Hillsborough Road. Drive approximately 2 kms then turn right on Runnymede Road. Coverdale Centre is at the top of the hill on your left.
- **Map/Driving Directions:** <http://g.co/maps/bdkd2>
- **Parking:** Free parking available

### *What is Provided:*

- **Furniture:** A standard space includes an 8' table and two chairs.
- **Space:** Approximately 10' x 8' (this is a rough estimate...space varies)
- **Floor Plan:** View the facilities here: <http://clayhuthealing.ca/docs/fair-floorplan.pdf> . Then, pick your top 3 tables. Assignment of tables is on a first-come first-serve basis.
- **Free Marketing & Publicity:** Your name, company name and product/service description will be posted on the fair webpage: <http://clayhuthealing.ca/events-fair.htm>.

We'll send this link to our nearly 500 newsletter subscribers; post it on Facebook and Twitter, blogs, online marketing and advertising sites, etc. You should get a lot of free exposure from this.

## *Options:*

- **Extra Table:** There are only four booths with two tables. All others are singles.
- **Chairs:** If you require extra chairs, just let me know.
- **Power:** Electrical outlets are very limited. If you require power, let me know a.s.a.p. Also, you must provide your own extension cord.
- **Scent Sensitivity:** Let me know if you are using scented products, or if you are sensitive to scents. That way I can try to keep people with sensitivities apart.

## *What You Need to Bring:*

- **Tablecloth:** Please bring a tablecloth or whatever you need to cover your 8' table.
- **Signage (for center aisle tables):** You can hang a banner providing you bring your own loop hooks.
- **Signage (for tables by the wall):** Coverdale Centre doesn't want us hanging things on the walls, but we found at the last fair that you can put things up with a good quality tape, one that will not pull off paint. Alternatively, we used four small bungee cords to put up our banner.
- **Promotional material** – Don't forget to bring lots of business cards, marketing materials, and so forth, to put at your table.
- **Food and water** – You might wish to bring a lunch. You are also free to go out for lunch. (You set your own schedule.) Chameleon Teas will also be in attendance so you'll have access to beverages as well as organic and vegan food. You should probably bring bottled water though.
- **Gifts for the Volunteers:** We will be giving each of our **4** volunteers a gift bag in exchange for working the door and helping throughout the day. As a gesture of gratitude, please consider donating a token of thanks for each of them. Whatever you wish to give is fine with us (i.e. gift certificates; product samples; discount coupons for your goods/services; or items that you purchased). The gifts don't have to be elaborate or expensive. Please bring your gifts with you to the fair, and give to them to me first thing in the morning. That way, I can package them and present the gifts to the volunteers.
- **Optional:** Privacy screen; chair cushion; Kleenex; hand sanitizer; etc.

\*\*\* No open flames allowed \*\*\*

## *Event Info:*

### **Admission fee:**

- Adults: \$5
- Seniors (60+): \$3
- Children 12 & under, accompanied by an adult: Free

## *Marketing & Promotion:*

- Kim has created a **poster** for you to print, post and distribute. We'll send you all the info.

English Poster: <http://clayhuthealing.ca/docs/fair-poster-mar12.pdf>

French Poster: <http://clayhuthealing.ca/docs/fair-poster-mar12fr.pdf> **NEW**

- We'll also send you an **email template** to send out to everyone on your mailing list.

## *Cost / Registration:*

### **Exhibitor Space:**

- \$55 – Standard booth
- \$65 – End booth (2 tables)
- \$20 Extra - Shared booth

### **Presentation Fee:**

- \$35 – Per hour (Actual length of presentation will be 45-50 min.)

### **PAYMENT OPTIONS & INSTRUCTIONS:**

- **Cheque:**

Please make cheque payable to **Clayhut Healing Centre**. Then mail to:  
709 Cleveland Ave, Riverview, NB E1B 1Y7

- **Cash:**

Call or phone ahead to arrange for drop-off. Then, put money in an envelop and write your name on the front. If our Do Not Disturb sign is up, we're with a client. Please leave the envelop in our mailbox.

**RECEIPT:** Kim will email a receipt to you as confirmation of your attendance.

**DEADLINE:** Payment deadline **Feb 3, 2012**. Post-dated cheques accepted.

### **CANCELLATION POLICY:**

- **Up to Feb. 25<sup>th</sup>:** We will refund 50% of your total registration fee.
- **After Feb. 25<sup>th</sup>:** Your fee is non-refundable.

**YOUR SPOT IS NOT GUARANTEED UNTIL YOU PAY.**

As space is VERY limited, please send payment a.s.a.p.

Spots are assigned on a first-come, first serve basis.

Namaste,

*Steve Clayton*

**Event Co-ordinator**

**Clayhut Healing Centre**

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Riverview, NB E1B 1Y7

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