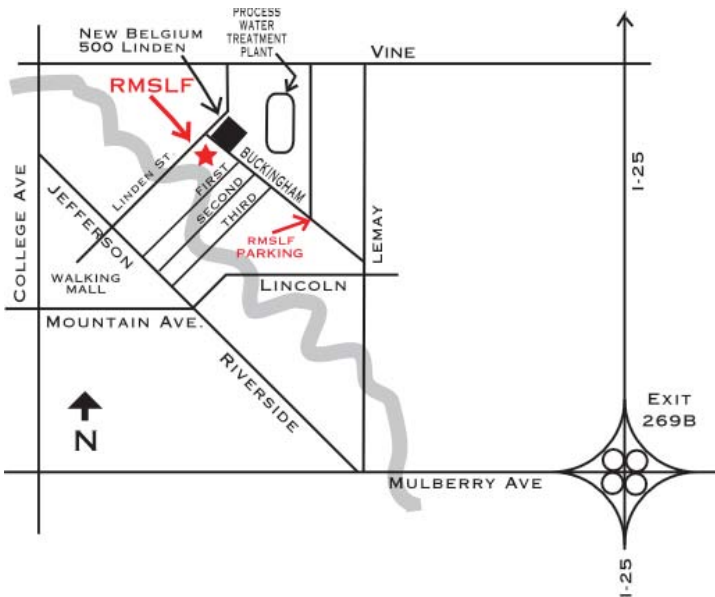


2007 Rocky Mountain Sustainable Living Fair

Volunteer Handbook

Welcome to the 8th Annual Rocky Mountain Sustainable Living Fair!



Thank you for your participation in the Rocky Mountain Sustainable Living Fair in Fort Collins, Colorado on September 15th & 16th, 2007. This event is designed to educate people of all ages and backgrounds about Sustainable Living Practices, Renewable Energy, Environmental & Social Responsibility, Natural Health, Green Building, Alternative Vehicles, Organic Agriculture, Local Economies and more.

This year's Fair will take place at the New Belgium Brewing Company's OxBow area located just south of the brewery at 500 Linden Street in Fort Collins, Colorado.

You can also access directions via our website <http://www.sustainablelivingfair.org>.

Volunteers Receive:

- FREE Admission to the Fair both days
- Bamboo RMSLF Volunteer T-Shirt
- Food Voucher for the Volunteer Food Market
- Drink Voucher (redeemable at either the Beer Garden or Volunteer Food Market)

All volunteers are expected to conduct themselves in a professional manner and according to the rules of this agreement. Any unruly conduct or refusal to follow rules will be considered grounds for removal from the event. Such volunteers will not be invited to return to the Rocky Mountain Sustainable Living Fair in the future.

ALL VOLUNTEERS MUST VISIT THE VOLUNTEER SIGN-IN BOOTH AT LEAST 15 MINUTES BEFORE BEGINNING THEIR SHIFT. HERE, YOU WILL RECEIVE YOUR T-SHIRT, WRISTBAND(S), FOOD VOUCHER(S), AND DRINK VOUCHER(S).

THE VOLUNTEER SIGN-IN BOOTH WILL BE LOCATED JUST WEST OF THE MAIN ENTRANCE.

Volunteers whose shifts are not during fair hours may pick up their packet from the Volunteer Sign-In booth any time during fair hours.

Each volunteer area will have a "team leader" on-site. This person will be responsible for letting you know how to help out. This person will also have a radio if needed. You will be able to recognize your team leader by their name badge.

ALL VOLUNTEERS MUST ARRIVE AT THE FAIR AT LEAST 15 MINUTES PRIOR TO THE START OF THEIR SHIFT

GENERAL INFORMATION

Fair Hours:

- Saturday, September 15th, 2007 = 10:00 AM - 6:00 PM
- Sunday, September 16th, 2007 = 10:00 AM - 5:00 PM
- The Beer Garden and Entertainment will last until 8:00 PM both nights

Wristbands:

- Red Sunshine = Saturday Admission
- Green Sunshine = Sunday Admission
- Pink = Beer Garden (Ages 21+)

Admission Prices:

- General Admission = \$5.00/day
- Kids under 12 = FREE

Membership Prices:

*If you purchase a membership, you get free admission to the Fair both days

- Student/Limited Income = \$20.00
- Individual = \$30.00
- Family = \$40.00
- Non-Profit Business = \$50.00
- Private Business = \$100.00

TABLE OF CONTENTS

Beer Garden	3
Bike Valet	5
Border Control & Parking	6
Education Stations ::10 Steps to Sustainability.....	7
Energy & Power Needs	8
Exhibitor, Speaker, Presenter Sign In.....	9
Floater	10
Main Entrance	11
Parking Off-Site	12
Planet Youth.....	13
RMSLA Booth	14
Set-Up & Take-Down.....	15
Silent Auction	16
Speaker Assistants.....	18
Ticket Sales.....	19
Volunteer Lunch Tent.....	20
Volunteer Sign-In.....	21
Waste Station	22
Eldorado Water Tent	23
Workshops	24
Zen Zone.....	25
2007 RMSLA Fair Map & Exhibitor Key.....	26

Beer Garden

TEAM LEADER: Tony Falbo (Assistant - Mike McDonnell)

MEETING PLACE FOR VOLUNTEERS: Beer Garden

Rules & Regulations

First and foremost, our volunteers need to adhere to the laws of the State of Colorado and the City of Fort Collins in regards to the sale, purchase and possession of beer and/or mead (herein referred to as alcohol) and liquor.

Summary of State and Local Liquor Laws (as it pertains to the Fair)

- It is illegal to sell alcohol to anyone under the age of 21 (Must be born by Sept. 15, 1986).
- It is illegal to purchase alcohol for someone under the age of 21.
- It is illegal for anyone under the age of 21 to attempt to purchase, or be in possession of alcohol.
- It is illegal to serve alcohol to someone who is visibly intoxicated*.
- It is illegal to take alcohol outside of licensed premises (Fair Grounds).
- It is illegal to have an open container of liquor, wine, mead or beer on licensed premises that was not served by RMSLA in the Beer Garden.
- If you are unsure of what visibly intoxicated means, or are uncomfortable "cutting off" a patron, contact Tony or Mike, and they will handle it.
- In accordance with State law, we have the right to refuse service to anyone for any reason at any time.

Beer Garden volunteers shall:

- Follow all State and local laws. Any person, patron or volunteer, who is found breaking the laws of the state and city, or the Rules and Regulations of the RMSLA Beer Garden will be asked to leave the Fair.
- Conduct themselves in a friendly and professional manner at all times.
- Only serve alcohol to people who:
 - Have a wristband (bright pink and says OVER 21) snugly fit on wrist, AND
 - Gives you a token or blue ticket provided in volunteer packet, AND
 - Are not visibly intoxicated.
- Only apply a wristband to an individual with a Valid form of acceptable ID.
 - (Acceptable forms of ID are any state driver's license, State issued ID, or Passport).
- Do not simply give a wristband to anyone; actually apply it to their wrist with a snug fit.
- Work together as a team.
- Bring all concerns, complaints, comments and/or issues to Beer Garden Coordinator an/or Assistant Coordinator (Tony and Mike).
- Help watch for underage drinkers and/or visibly intoxicated individuals.
- NO FREE BEER** NO FREE MEAD** No Free Glasses.
- **All volunteers need to exchange their "Drink Coupon" for a token; each volunteer (who is 21 with Valid ID) will get one free beer or one free serving of mead per shift worked. Volunteers are required to bring their own glass or purchase a RMSLA pint glass.
- **RMSLA Steering Committee Members (Coordinators) and Keynote speakers get a free glass and free beer/mead throughout the Fair. They shall be wearing a RMSLA Coordinator/Speaker Badge. If there's any question as to the validity of a RMSLA Badge, or if someone claims to be a Coordinator or Speaker and has no badge, contact Tony.

- Patrons will be expected to conduct themselves in a manner respectful of others.
- RMSLA has the right to refuse service to anyone for any reason at any time.

Beer Garden Procedure

- Patron goes to the money/ID table and presents a Valid ID.
- Patron then pays for a glass and/or token(s).
- Patron takes glass and token to alcohol pourer.
- Patron presents token and glass to alcohol pourer.
- Alcohol Pourer takes token(s) and deposits it into the marked receptacle, fills the patron's glass and gives the glass full of beer or the glass full to the 6 oz. pour line of mead to patron.
- Each token is good for one (1) 16 oz. pour of beer or one (1) 6 oz. pour of mead. If the patron presents a container larger than a pint glass (i.e. a 32 oz. Nalgene water bottle) either:
 - only pour 16 oz. of beer or 6 oz. of mead into the container***, OR
 - take two tokens and fill the 32 oz. container with beer, OR
 - take two tokens and fill to the 12 oz. line for mead
- ***There are two methods for determining a 16 oz. pour of beer and a 6 oz. pour of mead.
 - 1st - you can fill a pint glass or fill mead to the 6 oz. or 12 oz. pour line and then Carefully pour it into the container, OR
 - 2nd - you can count to yourself as you pour a pint glass, and pour beer into the larger container using the same 'count'. For example, if while pouring a beer in a regular pint glass you count to five to yourself, then when presented with a larger container, open the tap, and count to five to yourself and close the tap. That should be a 16 oz. pour. The same thing goes for the 6 oz. and 12 oz. pours of mead.

Beer Pouring Tips

- Always keep beer and mead cold.
- Keep jockey boxes full of ice.
- Open the tap all the way.
- Never open the tap partially. This is called feathering and makes the beer very foamy.
- Place the glass under the tap (just below the faucet) at a 45-degree angle.
- Straighten glass as it fills up, keeping the glass up to the faucet.

What the volunteers are to expect/What is expected of them

The most important thing for our Volunteers to remember is to follow the laws of the state/city and the Rules and Regulations of RMSLA Beer Garden. The next most important thing to do is to have fun!

The RMSLA Beer Garden is a major source of revenue for the Fair. It is also a potential liability due to the very nature of serving alcohol. It is for that reason that we must be strict in adhering to the laws of the State of Colorado and the City of Fort Collins. We also must be diligent in collecting the posted funds for each beer, mead and glass. Giving away free beer, mead or glasses to friends is not an option.

Working in the Beer Garden can be the most rewarding and challenging shift a volunteer can have at the Fair. If we all play by the rules, and have fun, we will have a great and successful weekend; which will help insure the future of the Fair. Don't forget to bring your own glass to drink out of or be prepared to purchase a RMSLA pint glass.

Please note that RMSLF Volunteers and Band Members will be receiving a "drink voucher" that counts as a beer token. These will be small blue tickets. Tony and Mike will be able to show you a sample. Volunteers and Band Members are responsible for bringing or purchasing their own glass.

Bike Valet

TEAM LEADER: Greg Vogel

MEETING PLACE FOR VOLUNTEERS: Bike Valet

- (1) When visitors arrive, hand them the "KEEP THIS COUPON" part of a Bike Valet ticket.
- (2) Tape the remaining part to the seat of their bike.
- (2) CAREFULLY guide their bike to an open space on the bike rack(s).
- (3) CAREFULLY lift the bike onto the rack.
- (4) When visitors return to retrieve their bike, take their ticket stub and get a quick description of the bike.
- (5) Find their bike and return it to them.

NOTES: Only RMSLA Staff is allowed in the bike area, no attendees for safety reasons. Please politely ask anyone else to leave. Keep in mind we are responsible for the security and condition of people's bikes that they leave with us. Keep an eye on them throughout the day. Thanks again for volunteering!

Border Control & Parking

TEAM LEADER: Jane Burkhardt

MEETING PLACE FOR VOLUNTEERS: Waste Station in front of Main Stage

Goal:

- To continually walk the perimeter and make sure there are no breaches.

Duties:

- Secure the perimeter.
- Assist vehicles with parking in designated areas.
- Inform vehicles about our free shuttle service, alternative transit opportunities, and give them maps indicating the shuttle pick up.
- Make sure everyone has a wristband.
- Make sure everyone who has a beer has a PINK wristband. There is NO BEER ALLOWED outside of the Fair perimeter.
- BIKE PATROL: One volunteer per shift to bike perimeter and make sure there are no breaches and that other perimeter volunteers are close to their assigned areas.

Remember:

- Make sure that all prime breach spots are covered and then have other volunteers cover the parking.
- Answer questions, they should have program guides to pass out. And assist in maintaining the perimeter.
- BE COURTEOUS, even with gatecrashers.
- Keep pedestrians out of the streets.

Frequently Asked Questions

- Where can I park?
- How much does it cost to get in? - \$5/day, Kids under 12 FREE
- Familiarize yourself with the Fair layout map in order to answer many of the questions you will be asked. Tell them program guides are available at the Main Entrance.

Education Stations ::10 Steps to Sustainability

TEAM LEADER: Katie Wallace

MEETING PLACE FOR VOLUNTEERS: East side of Side Stage - Look for chalkboards

During Fair

The 10 Steps to Sustainability Scavenger Hunt should be low maintenance, as the attendees will be visiting other booths, hunting for sustainable living tips. We will always have someone at the booth to answer questions, give hints & collect completed scavenger hunts. One other person will be walking around the fair, handing out Clue Sheets, and checking on participating booths.

I think that's it. This is the first year for this event at the Fair, so we will take notes as we go!

Energy & Power Needs

TEAM LEADER: Patrick Flynn

Patrick has contacted the individuals that are volunteering for his area directly. Please contact Patrick directly using the contact information below if you have any questions about this area.

Patrick Flynn, Energy Coordinator, telephone (419) 464-8996, email: patrickflynn27@gmail.com.

Exhibitor, Speaker, Presenter Sign In

TEAM LEADER: Christa Carlman

MEETING PLACE FOR VOLUNTEERS: Exhibitor Sign In Booth

- (1) **EXHIBITORS:** When exhibitors arrive, ask them how many of their name badges they will be picking up and have them sign for EACH name badge they are taking on the sign-up sheet. There should be five name badges for each exhibitor.

SPEAKERS/PRESENTERS: When speakers/presenters arrive, have them sign in the appropriate place on the sign-up sheet.

- (2) While they are signing in, find their (pre-assembled) Exhibitor/Speaker/Presenter Packet, located in the boxes provided. The packets will be alphabetized by company name or by last name of Speaker/Presenter.

- (3) Tell the Exhibitor/Speaker/Presenter to "Feel free to take a Program Guide"

- (4) **EXHIBITORS:** Direct them to the location of their booth. A map can be found on pages 28-29 of the Program Guide or on the large map at the Exhibitor Booth. An updated Exhibitor Key may be provided in which we are to use this key.

SPEAKERS: Direct speakers to the Main Stage or help them find or Hillary if possible.

WORKSHOP PRESENTERS: Direct all workshop presenters to the Workshop Presenter Check-In Tent, located on the west side of the property.

- (5) If someone requests a name badge but the allotment has already been collected for the company:
- Check the name(s) of the person who signed for the wristbands. Tell the person to wait at the check-in and find the appropriate booth on the map. Visit the booth and see if they have any of their extra name badges. If so, bring the badge back to the Exhibitor Sign-In and give it to the person.
 - If all the company's badges are spoken for, the person may purchase an additional badge for \$10.00 on Saturday or \$5.00 on Sunday. This will include admission for both days of the Fair.
- (6) As exhibitors leave on Sunday, ask them to please recycle their badges in the bucket so we can reuse or recycle them.

THINGS THAT WILL BE AT THIS BOOTH:

- Large Map of Fair with Updated Exhibitor Key
- Boxes of pre-assembled packets
- Cash Box
- Program Guides
- Bucket (and signs) for returned badges

Floaters

TEAM LEADER: Linda Gonzales

MEETING PLACE FOR VOLUNTEERS: Volunteer Sign-In

Your main responsibility is to be ready, able, and willing to work wherever we need you. Most volunteers will be helping out with Border Control and Parking unless other shifts need coverage.

As you are perusing the Fair, please do the following:

- Make sure vendors have everything they need. Introduce yourself and let them know you are available to help them.
- Make sure all volunteers are OK. If someone needs to take a break to go to the bathroom, offer to momentarily cover their shift while they are gone.
- Make sure that all people have wristbands for the day that you are working.
- Make sure that all people drinking beer have Pink wristbands. Alert Kellie or Tony Falbo if you find anyone not compiling.
- Make sure the five Water Stations stay full. Fill when needed.
- Make sure the Dog Water Bowls are full. Fill when needed.
- If you see any trash lying around, pick it up and put it in the appropriate Waste Station bin.
- If people look lost or confused, offer to help them.
- Familiarize yourself with the Fair map so that you can guide people to the place they're trying to find.
- Ask the team leaders, people in brown RMSLA shirts, if they need any assistance.

Familiarize yourself with this booklet so that you have a basic understanding of what areas you might be able to assist with, and what areas you should be checking on while on your shift.

Main Entrance

TEAM LEADER: Dana Duprey

MEETING PLACE FOR VOLUNTEERS: Main Entrance

- (1) Make sure EVERYONE has the correct wristband for the day of the Fair before entering the perimeter.

Wristbands:

- Red Sunshine = Saturday Admission
- Green Sunshine = Sunday Admission

- (2) If someone does not have a wristband, please direct them to one of the following booths (located outside the Fair perimeter)

- (a) TICKET SALES & WILL CALL
- (b) VOLUNTEER SIGN-IN
- (c) RMSLA BOOTH

** If the visitor needs to purchase an admission ticket, please let them know that if they become a member of the RMSLA, they receive free admission and a free t-shirt.*

** Children under the age of 12 are admitted for free but still need to get a wristband from the Ticket Sales Booth.*

- (4) Hand out Program Guides to everyone entering the Fair
- (5) Direct visitors as needed (familiarize yourself with Fair Map)
- (6) Greet attendees and create a welcome atmosphere for guests as soon as they enter the Fair. Be friendly, helpful, and excited about the Fair. If people are unsure, let them know about the great things inside
- (7) Make sure no one leaves the perimeter with alcohol
- (8) If there are emergencies, contact Kellie Falbo via Radio (Dana Duprey will have a radio)

Other Helpful Information

Admission Prices:

- General Admission = \$5.00/day
- Kids under 12 = FREE

Membership Prices (**If you purchase a membership, you get free admission to the Fair*):

- Student/Limited Income = \$20.00
- Individual = \$30.00
- Family = \$40.00
- Non-Profit Business = \$50.00
- Private Business = \$100.00

Parking Off-Site

TEAM LEADER: To Be Determined

MEETING PLACE FOR VOLUNTEERS: Main Entrance to the Fair

Goal:

- To coordinate traffic flow and maintain control of traffic at ALL times.

Duties:

- Assist vehicles with parking in designated areas.
- Inform vehicles about our free shuttle service, alternative transit opportunities, and give them maps indicating the shuttle pick up.
- Make sure everyone has a wristband.
- BIKE PATROL: One volunteer per shift to bike the outlying perimeter and make sure parking volunteers are close to their assigned areas.

Remember:

- There are signs EVERYWHERE indicating where people can park.
- There is NO PARKING available in the Buckingham neighborhood, these streets will be barricaded and signs will be posted.
- The shuttle schedules & parking garage maps are there to help... pass them out.
- Make sure you are wearing an orange safety vest while on duty and DO NOT stand in the road.
- Answer questions as quickly and accurately as possible, without delaying traffic flow in the streets.
- BE COURTEOUS, even with anxious attendees.
- Keep pedestrians out of the streets.

Frequently Asked Questions

- Where can I park?
- Handicapped parking is on Buckingham Street to the west of the Main Entrance.
- How much does it cost to get in? - \$5/day, Kids under 12 FREE.

Familiarize yourself with the Fair layout map in order to answer many of the questions you will be asked. Tell them program guides are available at the Main Entrance.

Planet Youth

TEAM LEADER: Amelia Schmid

MEETING PLACE FOR VOLUNTEERS: Planet Youth Entrance

Please see page 9 of the Program Guide for more information

General Rules and Regulations:

- Children under 7 must be accompanied by an adult
- No drinking or smoking in Planet Youth
- Displays and equipment should be handled respectfully
- Hula-hoops, hackey sacks, etc... must be kept to designated areas
- Beach balls are for the volleyball area only
- Encourage kids to participate
- If there seems to be nothing to do, feel free to start games of tag, etc.

Positions:

- Roo Jumper (1)
 - Roo Jump Rules are written on the outside of the jumper & must be enforced
 - One person needs to monitor jumper at all times
- Smore Station (1)
- Craft Table (1-2)
- Face Painting (1)

Planet Youth Weekend Schedule

Saturday	Sunday
10:30 - Kids Yoga Workshop Join us for some fun and relaxation with this workshop, presented by YogaKids Studio of Fort Collins	10:30 - Kids Yoga Workshop Join us for some fun and relaxation with this workshop, presented by YogaKids Studio of Fort Collins
11:30 - The Art of Origami Focus you energy on the ancient art of paper folding and take your creations home with you.	11:30 - The Art of Origami Focus you energy on the ancient art of paper folding and take your creations home with you.
12:00 - Story Time with Woz A reading from the book Have Fries Will travel. Reading will be done by Paul Wozniak.	12:00 - Story Time with Woz A reading from the book Have Fries Will travel. Reading will be done by Paul Wozniak.
1:00 - Kelly O'Donnell the Sun Gypsy Learn how to make your own hula-hoop and how the symbol of the circle relates to solar harmony.	1:00 - Happy Heart Farm Learn about local farming, how you can get involved and why it is important.
2:00 - Sustainable Living Bingo That's right...we turned it into a game and we're handing out prizes for kids of all ages	2:00 - Sustainable Living Bingo That's right...we turned it into a game and we're handing out prizes for kids of all ages
2:30 - Recycled Crafts Make your own flower planter from a yogurt cup and learn how to reduce, reuse and recycle.	2:30 - Recycled Crafts Make your own flower planter from a yogurt cup and learn how to reduce, reuse and recycle.
3:30 - Paper Mache Learn to sculpt and build fun shapes with your hands. Sorry parents . . .this is a messy one.	3:30 - Paper Mache Learn to sculpt and build fun shapes with your hands. Sorry parents . . .this is a messy one.
4:00 - ZeroHero Slide Show Take a virtual trip to our local dump and learn the importance of redirecting resources away from landfills.	4:00 - ZeroHero Slide Show Take a virtual trip to our local dump and learn the importance of redirecting resources away from landfills.

RMSLA Booth

TEAM LEADER: Jodie Riesenberger

MEETING PLACE FOR VOLUNTEERS: RMSLA Booth

Membership Prices:

*If you purchase a membership, you get free admission to the Fair (both days)

- Student/Limited Income = \$20.00
- Individual = \$30.00
- Family = \$40.00
- Non-Profit Business = \$50.00
- Private Business = \$100.00

Wristbands: (all new members should receive wristbands for both days)

- Red Sunshine = Saturday Admission
- Green Sunshine = Sunday Admission
- Pink = Beer Garden (Ages 21+)

Other Helpful Information:

- A board member will be at the booth during the Fair.
- Information about the RMSLA will be at the RMSLA booth located east of the main entrance and found in the Program Guide on page 4. We want to educate as many people as possible about the RMSLA.
- T-shirts will also be sold at the booth. Prices are \$25 (\$5 for archived t-shirts with old logo).
- Shopping bags are for sale for \$10 each OR two for \$15. These are handmade out of recycled parachutes by Sew Natural, a locally owned and operation business.

What is the RMSLA?

The Rocky Mountain Sustainable Living Association (RMSLA) is a non-profit organization working to educate people and communities in the Rocky Mountain Region to make healthy, sustainable choices. The Sustainable Living Fair offers educational programs that combine a local sense of place with global respect for sustainability. Programs that deliver valuable, long-term benefits for a wide range of community interests and that improve the relationship between people and the environment. This event is designed to educate people of all ages and backgrounds about: Sustainable Living Practices, Environmental and Social Responsibility, Sustainable Agriculture and Forestry, Renewable Energy, Organic Agriculture, Fair Trade, Alternative Fuels and Vehicles, Natural Building Techniques, Socially Responsible Investing, and Natural Health. For more information visit our website at <http://www.sustainablelivingassociation.org>.

Set-Up & Take-Down

TEAM LEADER: Ray Sanchez (aka Raydog)

MEETING PLACE FOR VOLUNTEERS: Main Entrance

Set-Up

Tents will be set-up by the company providing them. We will need your help setting up tables and chairs. You will need to be able to lift and move things and will be helping vendors setup their places.

Some vendors provide their own tents and will need help setting them up. You will possibly be setting up tents, moving straw bales, driving stakes, and setting up perimeter fencing.

If you need guidance on how you can help out, contact Ray Sanchez (camouflage hat) or any other team leaders/committee member. All team leaders/committee members will be wearing brown t-shirts during Friday Set-Up and the Fair.

Take-Down

We have to leave the Oxbow area as clean as it was before we started setting stuff up. There will be fence poles to be pulled and piled, fencing to roll up and tie. We will be helping vendors get their stuff to and into their cars as needed.

Other duties may include stacking straw bales, chairs and tables.

Flashlights and/or headlamps would be helpful. Please bring your own if you have a set.

Silent Auction

TEAM LEADER: Diana Straub and Lisa Rutherford

MEETING PLACE FOR VOLUNTEERS: Silent Auction Booth

What Is A Silent Auction?

The Silent Auction fundraiser benefits the Rocky Mountain Sustainable Living Association (RMSLA), and is held at our annual fair. The Silent Auction will take place on both Saturday and Sunday during our two-day event.

A silent auction is where donated items are placed in a central location with a bid form and a starting bid. Bids must follow the bid rules (see Silent Auction Rules). The person who places the highest bid for an item will be awarded that item. Items that will close on Saturday will appear on yellow bid forms and items that close on Sunday will appear on blue bid forms. Payment is made after the item closes and bid winner is announced.

Silent Auction Rules

Bidding begins when the fair opens at 10 a.m. on Saturday, September 15th. All bids must begin with the minimum starting bid or higher.

Items for bid may be examined, but not opened or shook.

To be valid, all bids must include your full legal name, email address or telephone number and amount being bid.

Each bid must be a minimum of \$1.00 over the previous highest bid. Making a bid will constitute an irrevocable offer to purchase that only expires upon receipt of a valid higher bid or sale of the item.

Items appearing on a yellow bid form close at 5 PM on Saturday, September 15th and items appearing on a blue bid form close at 4 PM on Sunday, September 16th.

Only an auction official can nullify a bid. The closing bid circled by an auction official constitutes the winning bid. In the event of a dispute, an auction official will act as the final authority to determine the winning bidder.

Winners (the person with the last, highest bid) will be announced when the items close and are expected to pay for their items at that time. In the unlikely event that the highest bidder is not present to win, they will have 10 days upon notification to pay or the item will be given to the second highest bidder.

Winners may pay by check (payable to RMSLA), cash or Visa / MasterCard credit card.

All sales are final. There can be no exchanges, transfers, or refunds on items unless specified in item description. Unless otherwise indicated, all auction items and services must be used within one year of the date of this auction. Dates and times for applicable items are to be arranged at the mutual convenience of the donor and winning bidder.

Legalities

Bid submission serves as your statement that you are able to form legally binding contracts under applicable law. If you are under the age of 18, you may submit bids in conjunction with, and under the supervision of, your parents or guardians. By making a bid, you are agreeing to the terms and conditions in the latest revision of these Silent Auction Rules.

Tax Deductibility

The RMSLA is a 501(c)(3) non-profit organization. Donations made through the auctions are tax deductible to the full extent of the law. Auction item donations are deductible to the extent that the contribution exceeds the stated retail value of the item. This information will be found on each items bid form.

If the donation qualifies as a charitable contribution based on the information stated above, the bid winner can keep the bid form associated with their item for tax purposes. He or she may claim the difference between the amount paid and the published retail value as a charitable contribution deduction.

You may wish to consult your tax advisor if you have questions on the deductibility of donations.

In addition, donors who provide goods for charities to sell at an auction often ask the charity if the donor is entitled to claim a fair market value charitable deduction for a contribution of appreciated property to the charity that will later be sold. Under these circumstances, the law limits a donor's charitable deduction to the donor's tax basis in the contributed property and does not permit the donor to claim a fair market value charitable deduction for the contribution. Specifically, the Treasury Regulations under section 170 provide that if a donor contributes tangible personal property to a charity that is put to an "unrelated use", the donor's contribution is limited to the donor's tax basis in the contributed property. The term "unrelated use" means a use that is unrelated to the charity's exempt purposes or function, or, in the case of a governmental unit, a use of the contributed property for other than exclusively public purposes. The sale of an item is considered unrelated, even if the sale raises money for the charity to use in its programs.

Other Helpful Information:

- The Silent Auction will close at 4:00 PM on Sunday. Volunteers will assist until 6:00 PM.
- Please keep watch on all items and make sure people understand the bidding rules.
- Sample bid forms and the list of Silent Auction Items will be at the booth.

Speaker Assistants

TEAM LEADER: Hillary Mizia

MEETING PLACE FOR VOLUNTEERS: Keynote Speaker Tent

Goal:

- To assist the speakers with whatever is needed. A full listing of our speaker information is on the RMSLA website at <http://www.sustainablelivingassociation.org/fair/speakers.html>.

Rules & Regulations:

- Volunteers will be working with money and the public, so honesty and professionalism is expected.

Duties:

- Volunteers will be helping to set up booth;
- aid with keeping the booth running smoothly and organized by directing customers into lines for book signing and book purchasing;
- organizing and cleaning as needed;
- answering customer's questions;
- taking customer's money and giving back correct change;
- taking down booth; and
- assisting keynote speakers with any general requests needed to do their job.

Remember:

- It would be helpful to spend a bit of time to read the website or program guide to familiarize yourself with the Keynote Speaker's bios.

Ticket Sales

TEAM LEADER: Dana Duprey

MEETING PLACE FOR VOLUNTEERS: Ticket Sales/Will Call Booth

- (1) THE FIRST THING TO SAY TO PEOPLE WANTING TO PURCHASE A TICKET IS: "Would you like to become a member of the RMSLA and receive free admission both days this year and a free t-shirt?" If so, please ask them to visit the RMSLA booth (on the opposite side of the Main Entrance) to sign-up.

RMSLA Membership (student/senior)	\$20.00
RMSLA Membership (regular)	\$30.00
RMSLA Membership (family)	\$40.00
RMSLA Membership (Non-Profit Business)	\$50.00
RMSLA Membership (Private Business)	\$100.00

- (2) There will be four people at the Ticket Sales Booth at all times. There will be two lines for ticket purchasing. Each line will have two volunteers: one person collecting money and getting the Entrance Ticket completed and the other person distributing wristbands.

Admission Prices:

- General Admission = \$5.00/day
- Kids under 12 = FREE

Wristbands:

- Red Sunshine = Saturday Admission
- Green Sunshine = Sunday Admission

Other Helpful Information:

- Cash or Check only, no credit cards. There will be an ATM at the Entrance.
- Exhibitors have already received 5 name badges per day. If vendors need additional name badges, the price is \$10.00 and they can be purchased at the Exhibitor Check-In Booth.
- Ray Sanchez will be stopping by periodically to collect the money acquired at Ticket Sales.
- Program Guides will be distributed at the Main Entrance.

Volunteer Lunch Tent

TEAM LEADER: Margaux Dart

MEETING PLACE FOR VOLUNTEERS: Volunteer Lunch Tent

All volunteers at the 2007 Rocky Mountain Sustainable Living Fair will be provided with a box lunch.

Whole Foods and Organic Valley have teamed up to provide Fair volunteers with a healthy, organic, and freshly prepared meal. Volunteers receive one (1) free meal voucher per day and one (1) free beverage voucher per day. We have ONLY 150 lunch boxes for each day of the Fair, so please be sure to collect the food and beverage tickets and keep them in the envelopes provided.

Rules and Regulations:

- All volunteers receive one meal and one drink per shift (limit: one per day).
- One meal consists of one sandwich, one bag of chips, and cookie.
- Additional food and drinks can be purchased at one of our local food vendors.
- Volunteers with long hair should wear their hair tied back, under a hat or bandana.
- Volunteers should wash their hands prior to their shift. There are hand-washing stations located at the fair.
- Keep one volunteer at the Volunteer Food Tent at ALL TIMES.

Work directly with Tony Falbo, Mike McDonald or Scott Hinkson of New Belgium Brewing Company to retrieve lunches from the refrigerated beer truck. The beer truck is located in the beer garden and Tony, Mike and Scott will have the key to this truck.

Use your best judgment as to how many box lunches to retrieve at a time. Try to keep them cool and out of direct sunlight.

Keep the beverage bins stocked and filled with ice. There is a cooler full of ice near the beer garden, please take only what is needed, this ice is used for other areas of the fair.

Menu

Food tickets are Blue and you have a choice of:

- A meat filled sandwich wrap, chips & cookie
- A vegetarian sandwich wrap, chips & cookie
- There will also be plenty of fresh, local & organic fruit, which volunteers do not need a ticket for and are allowed as much as they would like (within reason).

Beverages tickets are Red and choices are:

- Choose from a variety of Whole Foods brand juices, sodas and teas.
- Alcoholic beverages can be redeemed at the Beer Garden.

Please note: water is available from Eldorado Natural Spring Water at the Water Stations. Water is free to fair attendees and volunteers.

Volunteer Sign-In

TEAM LEADER: Linda Gonzales

MEETING PLACE FOR VOLUNTEERS: Volunteer Sign-In Booth

- (1) When volunteers arrive, first have them sign-in on the sign-in sheet provided. The sheet is alphabetized by last name.
- (2) While they are signing in, find their (pre-assembled) Volunteer Packet, located in the boxes provided. The packets will be alphabetized by last name.
- (3) If they need help on where to go, the location of their "meeting place" will be found on the sheet located in this packet. Please direct them to their area if they are unsure.
- (4) Familiarize yourself with Fair Map.
- (5) If people do not have wristbands but say they are volunteering, check to see if their name is on the volunteer sign-in sheet. If not, contact Linda Gonzales.

Waste Station

TEAM LEADER: Lucas Erickson

MEETING PLACE FOR VOLUNTEERS: Beer Garden

ZeroHero is the emerging leader in Zero Waste Management and Renewable Energy Education in Northern Colorado. We invite you to visit their website at <http://www.ZeroHeroEvents.com> for more information about their company and listings of other volunteer opportunities. You can contact Lucas directly at lucas@ZeroHeroEvents.com.

Rules and Regulations

- Keep your area clean and educate attendees on RMSLF Zero Waste goals.

Expectations

- To engage users with a smile & a thank-you and educate attendees as to what sustainable products are being used and how they contribute to our Zero Waste goal.
- Alert other waste recovery station volunteers when bins become full.
- Keep waste streams clean through education and occasionally pick out wrongly placed items. (Gloves will be provided.)
- Familiarize yourself with typical waste items and determine which bin they belong in. Please visit <http://www.zeroheroevents.com/education.php> to educate yourself with typical items you will be encountering.
- Explain what can be composted, what can be recycled, and what must be thrown away.

Other Helpful Information

- Waste stations will be clearly marked indicating the various waste streams (RECYCLE, COMPOST, TRASH). The ZERO WASTE GOAL was established at the 2001 RMSLF. The goal is to recycle or compost all waste. Compost will be sent to a commercial composting facility (for example; dairy manure compost).
- If there are any problems, please contact Lucas Erickson.
- Familiarize yourself with the Fair Map in order to help people find different vendors/areas.
- Encourage everyone to be a ZeroHero!
- Please arrive to your shift 1/2 hour early for orientation of the fair grounds and a short tutorial on sustainable products being used at the Fair.

Eldorado Water Tent

TEAM LEADER: Margaux Dart

MEETING PLACE FOR VOLUNTEERS: Volunteer Food Tent

Goal:

To assist in the distribution of free Bulk Eldorado Natural Spring Water to the five Water Stations.

Rules & Regulations

- Volunteers should wash their hands prior to their shift. There are hand-washing stations located at the fair.

Duties:

- Replace empty bottles on dispenser- this is a two person job.
- If you are scheduled as a "floating" volunteer it is your responsibility to visit each of the five water stations regularly throughout your shift to assist with the changing of bulk water containers.
- Be courteous and informative about the sustainable qualities of this water.

Remember:

- We will have compostable PLA cups available for those who need them. Please encourage fairgoers to use their own water bottle or a pint glass purchased from the Beer Garden if possible.

Frequently Asked Questions

- Water is Free!
- This is Rocky Mountain Spring water from Eldorado Springs, Colorado. Please visit their website at <http://www.eldoradosprings.com>.

Workshops

TEAM LEADER: Bryan Birch (Assistant - Michael Baute)

MEETING PLACE FOR VOLUNTEERS: Workshop Presenter Check-In Tent

Hello volunteers and thank you for helping out our workshops at this year's Fair. Below, are a few points to help you cover all the areas you're responsible for. It's not too much, so relax and enjoy your job. Once again, thank you for your help. Please visit the RMSLA website at <http://www.sustainablelivingassociation.org/fair/workshops.html> for a full listing of the workshop schedule.

- At the beginning of each workshop, please assist the presenter in arranging tables and other visual aids, projectors, or other materials.
- You may be asked to hand out brochures, flyers, or other educational materials before, during, or after a workshop.
- Ask each presenter if there is anything that you can assist him or her with during the workshop.
- Offer water to the presenters before/during the workshops.
- Help each presenter keep on time. Let them know when there is only 10 minutes left. Communicate when it's time to "wrap it up," so the following scheduled workshop can start on time.
- Please pass out evaluations to each attendee after the workshop. You may collect them and put them in the evaluation box.
- Help straighten chairs and isles in-between workshops.
- After your workshop volunteer shift, get a beer, get some food, and enjoy the rest of the Fair.

Other Helpful Information:

- A Blue, Green or Yellow Flag can distinguish the tents. Please make sure people understand which tent they are at.
- Familiarize yourself with workshop schedule.
- If there are any problems, contact Bryan Birch (cell phone 970-566-2015) or Michael Baute (970-846-5694).
- Make sure guests are quiet while speakers are presenting.

Zen Zone

TEAM LEADER: Justin Wagner (Assistant: Kathryn Damby)

MEETING PLACE FOR VOLUNTEERS: Zen Zone Entrance

Please see page 21 of the Program Guide for more information

Rules and Regulations:

- This is a non-Alcoholic Area - We might have to have a table in front of the zone for people to place their labeled cups. Otherwise they must finish their beer before they come in.
- The Meditation Tent will be a place of complete silence. No talking or whispering. No children without adult supervision.
- Please limit your time to be respectful of others waiting to use the Zen Sand Boxes.
- No children in the Zen Craft Tent without parents somewhere in the Zen Zone.
- No materials other than completed craft items can leave the Zone. We are accountable for loan objects especially from our sponsor Bath Nursery. Please visit their website at <http://www.bathgardencenter.com>.

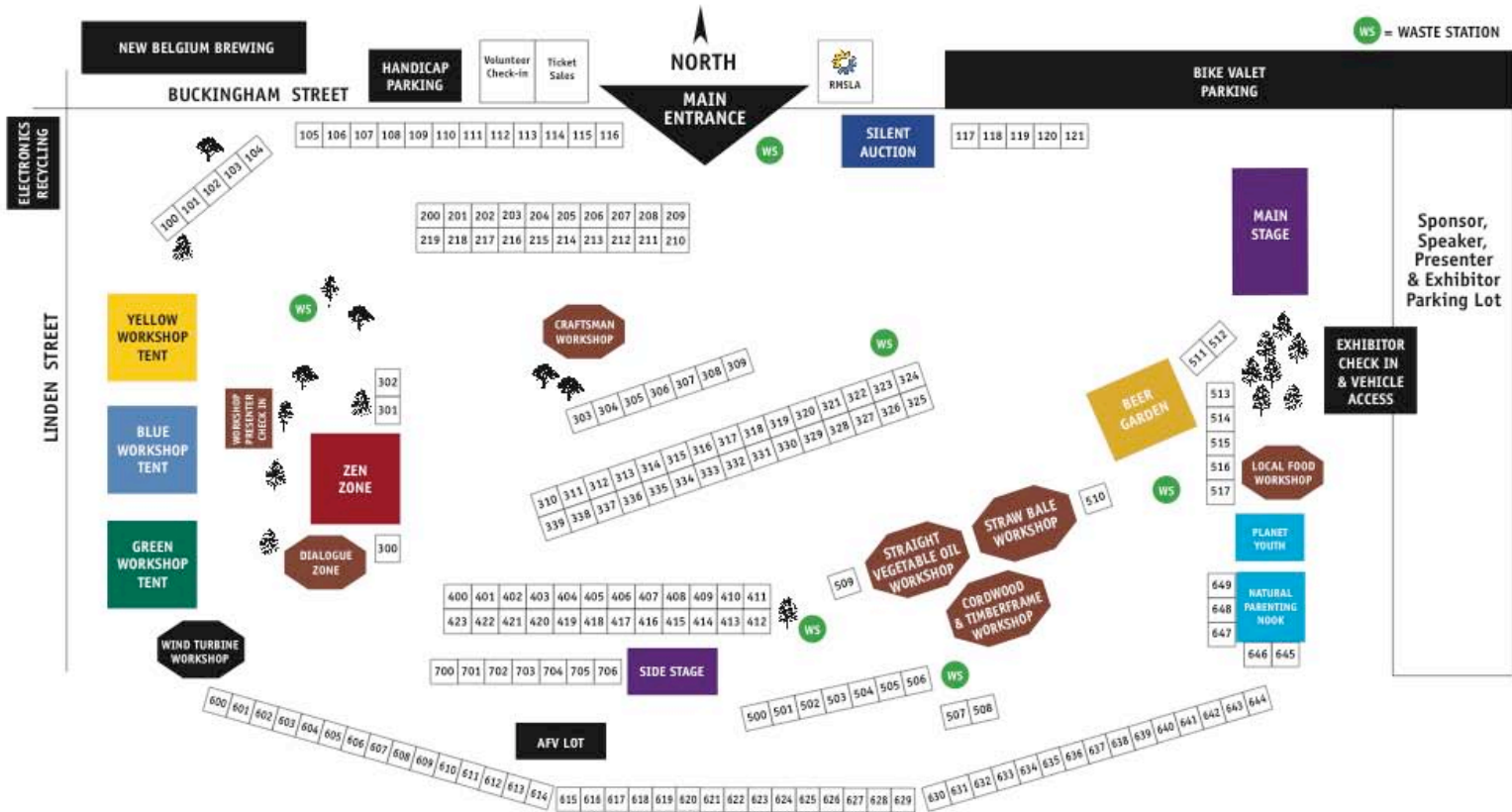
Volunteers are to expect / Volunteers are expected to

- That people will want to bring beer into the Zone with them. This is not allowed and the rules should be enforced.
- Children will want to run around the zone and create havoc. This is a Zone of quiet tranquility. Volunteers should be mindful to remind patrons that others are trying to relax and contemplate. A sign will be posted about the rules. Volunteers should ask patrons to read the rules and to please abide by them.
- The Zen Crafts Tent will have lots of intricate beads, colored sand for the Mandala, and fragile paper for the origami. Volunteers will keep an eye out for all the materials and make sure they don't disappear and that kids are not creating chaos in this area with the materials.
- People might want to buy items from Bath Nursery on display at the Zone. We will have them take the ticket to the Bath Nursery Booth No. 302, pay and come back with a receipt. Then and only then will they be able to remove items from the Zone.
- Justin Wagner, your team leader will be back and forth from the Zen Zone and his vendor booth at the Fair. His company is Life Works Chiropractic Wellness Center and they are booth No. 300. Their website is <http://www.lifeworks-chiropractic.com>.

Workshop Schedule

- The Workshop Schedule will be posted at the main gate and in front of the Zone. There are four workshops:
 - Chen-Style Tia Ji led by [Kurt Yungeburg](#) Saturday @ 11:00 AM
 - Vinyasa Yoga Workshop led by [Ena Burrud](#) Saturday @ 1:00 PM
 - Tia Chi led by [Hugh Castor](#) Sunday @ 11:00 AM
 - Guided Meditation and Chanting..... Sunday @ 1:00 PM

2007 RMSLA Fair Map & Exhibitor Key



WS = WASTE STATION

99.9 The Point	219
American Loft Cabinetry & Furniture	315
Annie's Homegrown	507-508
Arbonne International	202
Baby Cotton Bottoms	643
BackHome Magazine	408
Bath Garden Center & Nursery	302
Be Local Coupon Book	116
Beckons Organic Clothing	339
Bella Energy	209
Big Tomatoes	516
BioPro Technology	306
Biotechture	312
Blue Sun Biodiesel	618
Bread and Roses Workers' Cultural Center	605
Brewster Timber Frame Co.	606
Burrito Dreams	501
Canyon Spirit Gallery	309
Choice City Butcher	500
City of Fort Collins Natural Resources	208
City of Fort Collins Utilities	207
CIPE	702

Clif Bar & Co.	322-323
Clothes Pony	648
Collins Custom Builders	612
Colorado Fourteeners Initiative	338
Colorado ICF	611
Colorado Strawbale Association	338
Colorado Yurt Company	301
Crown Jade Design & Engineering	634
Cruelty Free World	414
CSU EnviroFit and Solix	704
CSU Environmental Learning Center	637
CSU Ropes Challenge Course	515
CJ Environmental Center - Bioneers	204
Democracy Now!	324
Diapers and Wipers	641
Drahota Construction	206

Earthwood Building School	409
Eco Energy Builders	510
EcoArts	307
Eco-Thrift	609
Eldorado Natural Spring Water	506
elephant	310-311
Emerging Green Builders of N. Colorado	303
Energy Logic	412
Environmental Action Collective	623
Everybody Eats!	626
Evolution Biodiesel	620
FC PAN	642
Forcefield	600
ForeverGreen	107
Fort Collins Food Co-op	505
Fort Collins Weekly	112

Four Season Hammock	511
Frameworks Timber	630
Front Range Natural Meats	633
Fryed Rides	509
Fulton Farms	102
Galien	337
GenGreen Foundation	201
Global Children's Gardens	640
Go Green Flooring	706
Go West T-shirts	111
GoodLife Denver Magazine	407
Green Apple School Supplies	642
Green Cartridge Colorado	305
Green Glass	316
Green Guru Gear by Ecologic Designs	614
Green Logic	319

Green Team Real Estate	317
Group Real Estate - Shelly Hill	603
Habitat Home Supply Store	205
HankyGal	308
Happy Heart Farm CSA	625
Harmony Health	215
Heartland BioComposites	632
Heifer International - 2 booths	103-104
Heinsight Solutions	410
Heliotack	700
Here Comes The Sun	607
High Country News	303
Highland Valley Log Homes	118
ICS-SIPs	331
Institute for the Built Environment	413
Intergalactic Hydrogen	622
Jade Planet	405
JAX Outdoor Gear	320
KRRC 88.5-Fm	420
KUNC-FM 91.5	400
Kyocera Solar	117

Larimer County Democratic Party	200
Larimer County Child Advocacy Center	639
Le Leche League of Fort Collins	644
Legacy Land Trust	318
Lifeworks Chiropractic	300
Love at First SIL	406
Maharishi University of Management	402
Meriten Homes	313-314
Miessence	110
Millie Hi Solar	120
Mom's Breasaurant	649
Mother Earth News	411
Mothering magazine	645
Motherlove	647
Mountain 99.5 FM	327-328
Mountain Homes and Yard	608
Mountain Kats	703
Mugs Coffee Lounge	503
Mystic Wolf Press	604
NCRES	212
New Belgium Brewing	325-326
New Knowledge Library	403
Northern Colorado Beekeepers Assoc.	100
Northern Colorado Clean Cities	619
One Brown Mouse	423
open	513
open	514
open	638
Optibike	621
Outback Power Systems	329
Packtydem Power!	105
Peace Corps	106
Peace Together	635
Pedersen Toyota	615-617
Pickle Barrel	502
PK Geothermal	629
Poudre Valley Green Party	217
Press Tent	512
Principled Investing	334
Progressive Asset Management	119
ProStar Infrared Inspections	119
Real Diaper Association	646
REC Solar	610
ReDirect Guide	332-333
Renewable Choice Energy	210
ReSource	304
Re-Think Solar - Citizenre	108
Rocky Mountain Chronicle	211
Rocky Mountain Raptors	101
SCD	109
Scene Magazine	419
Skylights of Colorado	121
SoGoGreen	705
Solar Energy International	613
Solar Pro Services	203
Solar Village Maple	404
Sun Ovens International	701
Sustainable Lending Network	631
Taco Nation	504
Taft Hill Dairy	517
Tees For Change	218
Ten Thousand Villages	417
Texture Clothing	418
The Green Path Company	624
The Healing Path	213
The Spiral Door	401
Thrillhead Creations	422
To Each Her Own Women's Health	636
Town and Country Foods	628
Trees, Water & People	114
Trilogy Financial Services	216
TS Designs	330
Village Earth	601-602
Wandering Threads	335
Waste Not Recycling	627
Waveriders.org	416
Whole Foods Market	321
Wildlands Restoration Volunteers	415
Wolverine Farm Publishing	115