

Exhibitor Name:

BOOTH NO:

Thank you for your participation in the 9th Annual Rocky Sustainable Living Fair in Fort Collins, Colorado on Saturday and Sunday, September 20th & 21st, 2008. If you have any questions about the information contained in your Exhibitor Kit please do not hesitate to contact us directly at the office at 970-224-FAIR, by cell phone at 970-217-8786 or by email at Kristina@sustainablelivingassociation.org

Exhibitor Booth Space

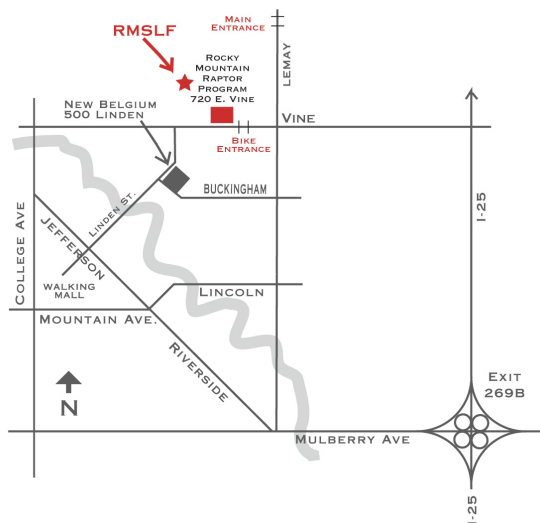
Each 10' x 10' booth includes a table (6' x 2.5') and two chairs. **We DO NOT provide a tent rental service!** There is a list of area rental companies from which you may rent a tent on our website. It is *highly recommended* that you do so to protect yourself and your display during this outdoor event. If you requested electricity, it will be available Saturday morning, please bring at least one, three-prong extension cord that is a minimum of 100ft long and tagged with tape bearing your business name and telephone number.

Times and Location

Exhibitors are welcome to set up on Friday, September 19th between the hours of 10:00 a.m. - 5:00 p.m. Otherwise exhibitors can set-up on Saturday, September 20th from 7:00 a.m. - 9:00 a.m. All vehicles **MUST** be outside of the Fair perimeter by 9:00 a.m. The Fair is open to the public from 10:00 a.m. - 6:00 p.m. on Saturday and 10:00 a.m. - 5:00 p.m. on Sunday. Booth breakdown will be from 5:00 p.m. - 8:00 p.m. on Sunday, September 21st. There will be live music on the main stage and the beer garden will remain open until 7:00 p.m. both nights.

Please note that the Fair is being held at a new location this year! The Fair will take place on the property just north of the Rocky Mountain Raptor Program, about ½ mile north of New Belgium.

The physical address for RMRP is 720 East Vine, but the Fair is directly north (behind) their building, northwest of Vine and Lemay. Vehicle entrance for the fairgrounds is off of Lemay and will be clearly marked. Security Guards will be on site both Friday and Saturday nights. This is a map to the Fair via I-25. You can also access directions from Denver International Airport via our website www.SustainableLivingFair.org or go to googlemaps.com.



Parking for exhibitors is available in the parking lot just to the East of the venue, behind Alta Vista neighborhood. Exhibitors **MUST** present this letter to park in the Exhibitor Lot.

Exhibitor Registration & Badges

The Exhibitor and Sponsor Registration Tent is located on the East side of the Main Entrance, just west of the Exhibitor Parking Lot. Everyone must check-in prior to setting-up their booth. All exhibitors will receive 4 transferable badges for each 10' x 10' booth. Additional badges or lost badges may be purchased for an additional \$10.00 each. **If you must share badges with co-workers, please leave them at the Exhibitor Registration Tent under your organizations name.** Exhibitor booth assignments are on pages 34-35 in the Program Guide, if you registered **AFTER** August 5th your listing will **NOT** appear in the Program Guide, you will need to inquire about your booth number at the Registration Tent. There will be volunteers to direct you to your reserved booth space. **Please bring this letter (your booth assignment) and your Program Guide with you to the Fair!**

Shipping

Materials shipped to the Fair must **NOT** arrive before Monday, September 8th. Shipments should be sent to: RMSLA c/o Your booth name & number, 401 South Mason, Fort Collins, CO 80524. Please contact our office prior to any shipment at 970-224-3247. Please mark all boxes accordingly, for example, Box 1 of 5, Box 2 of 5, etc. We do not have a loading dock or a forklift, so packages **MUST** be sent via FedEx, UPS, etc. No semi-truck access! You will be responsible for arranging return shipping if necessary; return shipping cannot be completed from our facility.

General Logistics

- Exhibitors at the Fair have all read and agreed to abide by the standard Rules & Regulations of the Sustainable Living Fair.
- Sponsors will receive the number of wristbands agreed upon as part of their sponsorship and may distribute them freely. **Saturday wristbands are red** and **Sunday wristbands are green**, included in this packet.
- Sponsors who are also Exhibitors will receive four (4) name badges for staffing their booth and will act in accordance with the Exhibitor details stated in this letter.
- Exhibitors must have at least one person at their booth at all times while the Fair is open to the public.
- Exhibitors must keep their exhibit space neat and clean, taking every precaution against possible injury to visitors, guests or employees and staff. Booths must also remain within marked boundaries in order to facilitate traffic flow.
- Exhibitors will not be allowed to assign their own booth space.
- Please bring a dolly if necessary, we do not provide these.
- Smoking is prohibited in booths and exhibits.
- Canvassing or demonstration of an exhibit must be confined to the Exhibitors assigned space.
- Exhibitors shall comply with those laws, rules, regulations and codes of the State of Colorado, City of Fort Collins, Larimer County and The Sustainable Living Fair.
- Food and Drink is **NOT** provided for Exhibitors or Sponsors, but is available for purchase at the fair.
- **Exhibitors shall carry out all trash produced** or dispose of **ONLY** earth-friendly, biodegradable trash in the Fair Zero Waste Stations. Help us meet our Zero Waste Goal!

Important Tax Information

All exhibitors that are selling merchandise at this event must display a Special Event Sales Tax License (or the State of Colorado-Multiple Event Sales Tax License) from **BOTH** the *State of Colorado* and the *City of Fort Collins*. The City of Fort Collins Sales Tax License will be mailed directly to you by the city tax office and all questions regarding city taxes should be directed to 970-221-6780. **For the State of Colorado** Sales Tax License application, call 303-866-5643 or go to: www.revenue.state.co.us/pdf/dr0589.pdf.

Rocky Mountain Sustainable Living Association's "Drinks with Really Interesting People" Fundraiser

You are invited to join us for our annual Sustainable Living Fair VIP event on Saturday, September 20th from 7:00 p.m. - 9:00 p.m. at New Belgium Brewing Company. Mingle with all four Sustainable Living Fair Keynotes, special local guests, and the RMSLA Board of Directors in the splendor of New Belgium Brewing Company's welcoming space. Enjoy an evening of delicious drinks and appetizers, & inspiring conversation sparked by enlivened toasts given by:

- **Ed Begley, Jr.**, Actor & Activist & Fair Keynote
- **George Siemon**, Founder & CEO Organic Valley Family of Farms & Fair Keynote
- **Kevin Danaher**, Co-founder Global Exchange and Co-producer Green Festivals & Fair Keynote
- **Rahima Baldwin-Dancy**, Author & Waldorf Early Childhood Specialist & Fair Keynote

Tickets are \$75.00 per person and pre-registration is required. **Space is limited to the first 150 people.** Please log on to www.SustainableLivingFair.org to reserve your spot. New Belgium Brewing Company will provide all food and drinks. 100% of the proceeds will benefit the Rocky Mountain Sustainable Living Association.

Once again, thank you for participating in the 9th Annual Sustainable Living Fair, defining and celebrating sustainability in our region. We look forward to seeing you there!

To the Future, *Kristina Cash, Fair Director*