Book a table at our health fair

Three short sections about your organization, your table and any papers we need. We'll confirm your table by email.

Questions marked * are required.

Completed by _____ Date _____

1 About your organization

Why we ask: So visitors and our team know who you are and how to reach you on the day.

1. **Organization name ***

_____

2. **What kind of organization are you? ***

Tick one.

- ◯ Health or wellness business
- ◯ Nonprofit or community group
- ◯ Public health or government
- ◯ Employer or benefits provider
- ◯ Other

3. **Contact name ***

_____

4. **Email ***

_____

5. **Phone**

_____

6. **Cell number for the day of the fair ***

_____

7. **Website**

_____

8. **What will you offer at your table? ***

Information, demonstrations or giveaways. If you'll offer a screening or a service, describe it briefly.

2 Your table

Why we ask: So we can plan the room, the power and your booth fee.

9. **Which space would you like? ***

Tick one.

- ◯ Indoor table
- ◯ Outdoor table
- ◯ Nonprofit table (fee waived)

10. **Do you need electricity? ***

Tick one.

◯ Yes ◯ No

11. **How many people will staff your table?**

12. **How many chairs do you need?**

13. **Will you bring any of these?**

Tick all that apply.

- ☐ A door prize for the raffle
- ☐ Food or drink samples
- ☐ A hands-on demonstration
- ☐ Giveaways

If you chose “A door prize for the raffle” in question 13.

14. Tell us about your door prize

> **Food and drink samples may need a local permit. We'll send you the details.**

15. Anything else you need?

A spot near a wall, extra space for a demo, step-free access

3 Papers and rules

Why we ask: Some tables need paperwork before the day. We only ask for what applies to you.

If you chose “Nonprofit table (fee waived)” in question 9.

16. Proof of nonprofit status

For example, your IRS determination letter.

Attach: Proof of nonprofit status

17. Certificate of insurance

Only if our vendor rules ask for one.

Attach: Certificate of insurance

> **Our vendor rules: set-up runs from [time] to [time] and break-down from [time] to [time]. We provide one table and two chairs. Please take everything with you when you leave. (Edit this paragraph to match your own rules.)**

18. Vendor rules *

Tick to confirm.

- [ ] I've read the vendor rules and agree to them

Thanks, your application is in

We'll confirm your table and send set-up details by email before the fair.