



HEALTH & WELLNESS FAIR

MARBLEHEAD CHAMBER OF COMMERCE

LYNCH / VAN OTTERLOO YMCA

RULES AND REGULATIONS

1. **PLEASE NOTE THAT all materials and displays must be delivered on *Saturday, March 21 between 5-7 PM*.** Materials should be stored on top of and under your designated table
2. Set up is on *Sunday, March 22 from 8-9 AM*.
3. Exhibitors may begin breaking down exhibitor space ***no earlier than 12:00 pm***.
4. The loading and unloading of materials and merchandise should be done through the dedicated side entrances of the YMCA. Directions will be posted.
5. Only light carrying should come in via the front entrance of the building.
6. Each exhibitor will be provided with a **5 x 8-ft space**, and **six-foot table, chairs**, and a **tablecloth**. How the space and table are used is the decision of the exhibitor.
7. Exhibitors are responsible for the set up, break down, and operation of their space. It is recommended that at least two people be scheduled to work at all times.
8. **If you are planning to demonstrate any food or beverage products or will have edible samples or giveaways at your table, ALL VENDORS PROVIDING SAMPLES MUST COMPLETE ALL APPROPRIATE PAPERWORK WITH THE SALEM HEALTH INSPECTOR.** Please be sure to mark **YES** on the registration form to indicate your intention to serve samples, and we will provide the appropriate information regarding the process.
9. Individual booth presentations must be contained to your booth space.
10. Dining facilities are available on site.
11. All freestanding displays need to have rubber feet.
12. **If your display needs power**, please bring a power strip and a new/undamaged extension cord. *Please be sure to mark YES on the registration form to indicate your need for electricity.*
13. WiFi will be available on site (network passkey will be displayed day-of event).
14. If you are planning to hold a raffle at your table, you may want to bring a “fish bowl” to hold business cards or cards with spectator’s names and addresses.
15. After unloading, exhibitors may park in the lot next to the YMCA. Directions will be available.
16. Space assignments are final. Table locations are subject to change without notice, and cannot be guaranteed.

THANK YOU for your participation and cooperation!