

Exhibitor

Notes

Please help us continue to make the Annual San Ramon Valley Emergency Preparedness Fair a huge success, accessible to all residents and business owners from the valley and even the Bay Area. Take the time to read these notes and follow the schedule below. We need your cooperation to make the set up and take down as smooth as possible. Thank you for being part of this important event!

We have made every attempt to fill your request for placement either indoors or outdoors, and for access to power.

When you arrive Please enter the City Hall parking lot located off of Bollinger Canyon Road at 6200 Bollinger Canyon Road, San Ramon. (see the blue arrow on the attached aerial map)

Saturday, September 29th 2018

700	830	Check in with volunteers and bring your parking permit so you can set up your display area. Volunteers will be available to assist in the unloading of your materials.
930	1000	Be ready for our first visitors.
1030	1100	Visitors arrive prior to lunch. Food Trucks to set-up. Outside demonstrations will take place at various times. Refer to program and maps for times and layout.
1100	1300	Food Truck Lunch / Picnic for families. Refer to program and maps for times and layout.
1400	1630	Take Down displays. Volunteers will be available to assist in the take down of displays and relocation of supplies to your vehicle. Exhibitors may need to wait to bring vehicles closer while the larger displays with large vehicles exit the parking lot to provide you room, and canopies are removed. Safety is important.

Please remember to bring:

Sunscreen

Tables and canopies for outside displays or booths.

Consider providing a giveaway that represents what you offer.