

# 2010 TOTAL HEALTH FAIR EXHIBITOR FREQUENTLY ASKED QUESTIONS

## **What is Total Health Fair?**

Total Health Fair is a 2 day weekend health and wellness expo designed to increase community awareness and knowledge of all forms of healthcare and healthy living opportunities that are available to the residents of the lowcountry. The areas of interest that will be promoted at this event will include: Health Care Providers, Organic and Healthy Foods, Organic and Healthy Products, & Organic and Healthy Lifestyles

## **When is Total Health Fair?**

Total Health Fair will be held

- ☞ Saturday, January 23, 2010 from 10 am - 5 pm
- ☞ Sunday, January 24, 2010 from 10 am - 5 pm

## **How much product can I bring?**

All materials in your booth must not exceed the 10x10 booth provided. Each booth will contain a 10X10 space with pipe and draping on the backside and side of the booth space, One 6 foot table, and 2 chairs. Exhibitors are responsible for their own linens and table displays.

## **Where can I unload and park?**

Free parking is available at the Omar Shrine Convention Center. You may unload on either side of the Convention Center during setup and break down hours. If you have large oversized items to bring in, let us know so that we may arrange for the large warehouse doors to be opened for you. These will only be open for short periods of time to conserve energy and must be reserved in advance.

Once your items have been brought in to your booth, we ask that you relocated your car to the rear of the back parking lot in order to leave the front spaces open for the attendees. Your cooperation with this is greatly appreciated.

## **Where do I check in?**

Before locating your booth location, please register and sign in at the exhibitor/sponsor check in booth that will be located in the lobby at the front of the Convention Center. This will ensure that you have the correct booth assignment. If you any questions throughout the health fair, please direct them to the volunteers that will be set up at this booth.

## **How many people can we bring?**

Each exhibitor booth will receive four passes with the purchase of their booth. Sponsors will receive the number of passes corresponding to the level of sponsorship. (See sponsorship packet for details).

**Can I leave early/move out early on Sunday?**

No. Breakdown prior to the end of the event is not permitted for any reason. If you are not able to stay during the entire length of the event, we suggest that you recruit volunteers or hire others to work the booth for the remaining hours. Those that leave early will not be asked to participate in the health fair next year.

**Will food be available at the event?**

Yes. There will be food exhibitors serving healthy foods and beverages as well as a separate dining area to enjoy these foods.

**Can I sell products at the event?**

Yes. As long as your business has the correct licenses and permits selling products are permissible. Also, only the noted Food Exhibitors will be allowed to sell food and beverage products. If you have a specific request, please contact us before the event to discuss your situation. Please keep in mind that this is a health fair when deciding what items to sell or hand out.

**Can I distribute business information and flyers at the event?**

Yes. It is imperative that you have information about your company readily available to the health fair attendees. You will however not be allowed to distribute information in the aisles or lobby.

**Can I use special lighting or sound for my booth?**

Yes, so as long as the lighting and/or sound is contained to within your booth area and does not disturb the booths around you. Also all aisles must remain clear throughout the entire fair.

**Can I give away door prizes at the event?**

Definitely. Door prizes are a way to attract attention to your booth and a method to collect information on potential clients. Exhibitors are responsible for providing their door prize and bringing their own containers to collect entry forms.

Also we will be making promotional goodies bags for the first 250 attendees to the event, so if you would like to add a product to the goodie bag let us know in advance what you will add and we will need to collect the items by December 23, 2009. Items for inclusion into the goodie bags could include logo pens, pencils, tea samples, product samples, etc.

**Can I leave my booth unattended during the event?**

We highly suggest that you avoid this. It looks extremely unprofessional and you will potentially miss the attention of your next best customer. If you are working your booth alone and need a quick break for restroom or to grab a snack, ask a neighbor to keep an eye on your booth.

**Are my products going to be secure? What is the security like?**

Total Health Fair provides security; however, you are responsible for your belongings. We recommend taking precautions. Please see the security section of this kit for more information.

**How much does the show cost for attendees?**

Total Health Fair is \$5.00 for each attendee, or \$7.00 for the entire weekend. All Children 12 years of age and younger are free.

**How will the Total Health Fair be advertised?**

The Health Fair will be advertised in a minimum of 3 Charleston area publications and broadcast over a radio affiliate (which are to be determined). Check back with our website at [www.CharlestonHealthFair.com](http://www.CharlestonHealthFair.com) for updates on sponsors and advertising. Also we will update our lists of exhibitors, sponsors, and advertisers via emails that we will occasionally send out to all participants.

**If I am an exhibitor this year, will you hold my same space for next year?**

No. We change the floorplan each year to keep the event interesting. No two Health Fairs are identical so you will never have the same experience twice. Therefore, it is not possible for us to fulfill this request.

**I know some people who want to attend Total Health Fair, where should I send them?**

Please direct them to our website for more information, [www.charlestonhealthfair.com](http://www.charlestonhealthfair.com). Also, it is important that you notify your clients that you will be at this fair so that they may come and meet you and network with you during the weekend. If you are interesting in putting a link or banner ad on your website for the health fair, please contact us so that we may send you our logo and correct banner ad information.

**I know several people who would love to volunteer for the event, where should I send them?**

Thank you! Our volunteers are the core of our event! Please send them to the volunteer section of the Total Health Fair website. Once there, they can view all available shifts and register online. <http://www.charlestonhealthfair.com/volunteer>

**Do you have any tips on how I can save money?**

Plan ahead and order early! Make note of deadlines for discount pricing. This alone will save you from unnecessary expenses.

**Will there be restrooms at the event?**

Yes, there will be several restrooms located throughout the convention center. Please see the floor plan in the exhibitor information packet.

**What if I still have a question?**

No problem. Contact us at 843.402.0310 or send us an email at [TotalHealthFair@bellsouth.net](mailto:TotalHealthFair@bellsouth.net) and we will work together to find a solution for any questions that you may have.