



Guidelines for Booth Exhibitors

Thank you for being a part of Charged Up for Change! EXPO. Exhibit time on Wednesday, April 1, 2015, is 10 AM - 2 PM in the Exhibit Hall at UAH's University Center (for map visit www.uah.edu/expo).

Due to university regulations and space limitations, exhibits must adhere to the following guidelines (contact information below):

- *Set-up/tear down:* Please have your display ready by 10 AM (exhibit hall opens at 8 AM). Check in at the information table at the door. If you need to set up the evening before, please contact us. All materials and exhibits should be removed by 3 PM on the day of EXPO.
- *Food & drink:* Commercially packaged foods may be distributed (but not sold) inside the UC. University regulations do not allow for distribution or sale of open food or food you've prepared inside the UC. In the outdoor food area, exhibitors may distribute and/or sell open food, food you've prepared, and packaged food items.
- *Space needs:* One 6' by 30" table will automatically be reserved for you. Two exhibitors with smaller or fewer works may share a table space. If you will not require the whole table space, please let us know and we can arrange for shared tables. Electrical outlets and space are limited, so please contact us in advance to work out any special needs.
- *Audio:* We will have entertainment and music throughout the exhibit hall, lobby, and outdoor area during EXPO. If your exhibit has an audio presence beyond your table, please let us know. We will notify our entertainment director to help schedule entertainers accordingly.
- *Merchandise:* The focus of EXPO is on creative ways people bring about change. If you, your non-profit, or small unique local business sells items oriented toward social change, you may display and sell them at EXPO. Selling of merchandise is limited to items that promote your actions for social change (e.g. t-shirts, bumper stickers, performance CDs, handmade wares) and that are your own creations, not commercial products. Visiting artists are responsible for their own taxes and licensing.

Exhibitors are strongly encouraged to stay until the end of your exhibit time. There are always latecomers and we want them to enjoy the full benefits of the Charged Up For Change! EXPO.

Please dispose of your trash and recycling, and leave the space you occupied as clean as possible.

Have fun, network, change the world!

***Contact Information:** Lyndsey Torok – lyndsey.torok@uah.edu or 824-6320
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Ideas for Booth Exhibits

Your table can be as simple or elaborate as you wish to make it. The point is to present students and guests with creative ideas from community members affecting positive social change. You can simply talk with visitors about your ideas, show photographs, display things you have made, hang posters, hand out pamphlets... anything that helps stimulate ideas. We want EXPO guests to see your booth and think, "Hey, I could do something for social change too!"

Ways to exhibit:

- posters with information about or pictures of your work
- pamphlets and flyers
- laptops screens with pictures of your work or events (please contact organizers as outlets are limited)
- book displays about your interests
- displays of flags or banners
- physical examples of things that are made
- demonstrations of your work (i.e. someone who performs yoga could bring an exercise mat and do poses)
- moving exhibits – where your group roams EXPO (jugglers, skaters, magicians, etc)
- Play your music! Dance your dance! 😊

If you need help or ideas, please contact us. We are happy to help you find ways exhibit your ideas!

Visit us at www.uah.edu/expo

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