

Dear

I want to introduce myself. My name is [Rachelle McElroy](#) and as this year's Logistics Manager my job is to assist you with logistics matters relating to your exhibit space. I look forward to working with you and want to ensure that ***the 5th Annual Organic Islands Festival & Sustainability Expo*** is successful for you and the organization you represent.

The purpose of this email is to support you in having the right equipment and power needs so I recommend you read carefully and ensure our records accurately reflect what you have ordered. If your order has changed or you now require rentals, please email me by **May 1st**.

1. For Exhibitors That Have Ordered Rentals (Tents, tables, chairs, umbrellas, extension cords, electricity) – **Update Deadline is May 1st**

2. For All Other Exhibitors – Rental Order Deadline May 1st

3. Rental Price List

4. Exhibitor Orientation & Networking Event – sponsored by the Values-Based Business Network

1. For Exhibitors That Have Ordered Rentals

Please confirm your order by finding your company and items on the spreadsheet: www.organicislands.ca/rentalorders2009.pdf

Please contact me, logistics@organicislands.ca to confirm we have the correct order for you.

Non-Profit or Promotional Table: Your exhibit space will be located along the ***Pathways*** – unless based on your early registration the Festival Director, Deb Morse, has approved a different location. Given this, you have space for only an 8x3 table and an Umbrella (**8x4 space will not accommodate a tent!**) – You can order Umbrellas from us.

Electricity: If you haven't already please provide us with your power needs in your confirmation email. We need to know **WHAT** you will be

plugging in (eg, a laptop, a freezer), and: 1)Volts (required); 2)Watts (required); 3)Amps (preferred) *BE SPECIFIC* We are using a solar power generator and batteries this year so it's super-important -- You can find power info on the item in question, usually in a description area.

If you want to order more items (power, an extension cord; or a tent, table, chair, or umbrella) or want to **make a change** to your order see prices and an itemized list in *#2 For All Other Exhibitors* below and email me with your changes, logistics@organicislands.ca.

2. For All Other Exhibitors – Please Submit Your Rental Order Before May 1st

If you can't remember if you submitted a rental order, please check the spreadsheet. If you want to order power, an extension cord; or a tent, table, chair, or umbrella, please submit your order by May 1st to, logistics@organicislands.ca .

Non-profit or for a Promotional Table: Your exhibit will be located along the Pathways – unless based on your early registration the Festival Director, Deb Morse, has approved a different location. Given this, you have space for only an 8x3 table and an Umbrella (**8x4 space will not accommodate a tent!**) Umbrellas can be ordered from us.

Reminders if you're bringing your **own tent**:

- **The Gathering Place** – spikes (esp. longer than 8") might be an issue vis-à-vis irrigation lines. Please advise me if you want to use spikes.
- 8x4 spaces – will not accommodate a tent! An umbrella is recommended.

Electricity: Please tell us your power needs: WHAT you will be plugging in (eg, a laptop, a freezer), and: 1)Volts (required); 2)Watts (required); 3)amps (preferred) *BE SPECIFIC* We are using a solar power generator and batteries this year so it's super-important -- You can find power info on the item in question, usually in a description area.

3. Rental Prices:

- **EXTENSION CORDS:** The Village \$20 (requires 100' cord); Gathering Place: \$10

- **TENTS:** [10x10 Pop-up: \\$145](#); [10x10 Marquee: \\$230](#) *Click on link to see photo (example only). Please let me know which tent you want.* MARQUEE ONLY: Please advise if you would like walls (solid or windowed) @ \$37.50/side
- **Umbrellas:** \$52.50 (for exhibitors along the Pathways)
- **Chairs:** \$5
- **Electricity:** \$50 Minimum, based on usage
- **Tables:** \$22

4. Exhibitor Orientation – Wine & Cheese Networking Event - sponsored by the Values - Based Business Network

The Exhibitor Orientation & Networking Event and venue tour is designed to prepare you with everything you need to know about getting ready for and getting the most out of the festival. You will have opportunity to network with other exhibitors and festival staff and enjoy the delicious organic food and drink supplied by the Values-Based Business Network. We strongly recommended attendance of all exhibitors and support staff working on your booth. Last year over 50 people attended and the feedback was very positive.

WHEN: Tuesday, June 2 – see agenda below
WHERE: Classroom Building, Glendale Gardens, 505 Quayle Road, Victoria BC. [See map](#).
RSVP: By Wednesday, May 27. Email Rachelle McElroy: logistics@organicislands.ca with # attending and names.

Agenda:

5:15 pm Garden Tour – view the location of your exhibit space (optional for returning exhibitors)
6:00 pm Wine & Cheese Networking Event
6:30 – 7:30 pm Introductions, festival plans, policies, logistics, publicity opportunities

I really look forward to seeing you at the Orientation & Networking Event. In the meantime, please feel free to contact me with any of your questions or feedback.

Rachelle McElroy
Logistics Manager