

Living Green & Renewable Energy Fair

Saturday, May 21, 2011

32 Derby Square, Old Town Hall (OTH), Salem, MA



Time-line

Set-up Time: 8:30 am – 10 am
Living Green Fair: 10 am – 3 pm
Break Down: 3 pm – 4 pm

Dear Exhibitor:

Thank you for your participation in the upcoming Living Green & Renewable Energy Fair at Old Town Hall (OTH) on Saturday, May 21. There has been a tremendous amount of interest in the fair and you will be part of more than 40 businesses and organizations participating in the event.

Title Sponsor



Presenting Sponsors



Event Sponsors

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Directions and Unloading Instructions

You may begin unloading at Old Town Hall at **8:30 am** on Saturday. Fair staff will be on hand to help you find your exhibitor booth. All exhibitors will have a 6' table (including tablecloth) for display of materials and products. Your company name will be displayed on your table. We ask all exhibitors to park their car immediately following unloading (recommended parking areas, all walking distance). Long-Term Parking: Garages: Museum Place Mall Parking Garage and the South Harbor Parking Garage are \$1.50/hr or \$12 for the day. MBTA Parking Lot: Located at 252 Bridge Street, parking is \$4 for the day. Non-metered: Riley Plaza Lot. There are also many short-term parking options (2-hour meters). For more information, see [parking map](http://salem.com/Pages/SalemMA_Parking/parkmap) below or view it online at: http://salem.com/Pages/SalemMA_Parking/parkmap.

Small Deliveries

OTH is accessible via Front Street, a two-way street. Park your car on Front Street and carry your display materials up the bricked steps into OTH.

Large Deliveries

If you have heavy or large items and **MUST** unload directly next to OTH, you will need to access it via Essex Street, a pedestrian mall. To access OTH this way, get onto Essex Street via Hawthorne Blvd (Route 1A). Drive onto the cobblestone section of Essex Street until you arrive at Derby Square Book Store (left side). At the bookstore take an immediate left and OTH will be directly in front of you. Once you have unloaded your display materials, you will need to park your vehicle in one of the recommended parking areas.

* If you have questions about directions please contact Ben Bouchard at (978) 744-0004, Monday – Friday, 9 – 5 PM.

Breakdown Instructions

Breakdown will begin promptly at **3 pm** and all exhibitors should be out of the building by **4 pm**. Kindly remove ALL items/promotional materials from your booth.

Recycling

- Trash and recycling bins will be available for your convenience. We hope all exhibitors will make a strong effort to limit trash and use recyclable materials wherever possible.
- Strive to ensure that printed materials you intend to distribute are printed on both sides.
- Do not leave any items/promotional material at your table upon your departure.

Things to Keep in Mind

- If you requested electricity please bring a 25-foot long extension cord and a power strip.
- Exhibitor booths will be on both floors of OTH. The elevator is located at the South entrance.
- **Demonstrations/Exhibits must be kept within the confines of your 6' booth space.** If you have large items or signage that does not fit on your booth, please contact us ASAP to make the appropriate arrangements!
- Nothing can be displayed on the walls of OTH. Bring tape, pins, etc. to secure banners and or other display materials to your table.
- OTH is not air conditioned and has poor WIFI reception.

We hope you enjoy your day in Salem and find that fair-goers and others who hear about the event contact you directly to patronize your services. If you have any further questions contact Ben Bouchard at the Salem Chamber of Commerce (978) 744-0004 or via email at ben@salem-chamber.org.

PARKING INFORMATION

For more information on parking in Salem, visit

www.salem.com/Pages/SalemMA_Parking/index

or call 978-745-8120.

NOTE: Old Town Hall is located in the center of the map, to Southwest of “Museum Place Garage”.

