

REQUEST TO PARTICIPATE FORM

2019 HEALTH FAIR 3/09/19

Sponsored by Ridgecrest Regional Hospital

Date: _____

Your Organization: _____

Contact person: _____ Contact Phone: _____

Address: _____ Email: _____

1. Description of services provided at Health Fair: _____

2. Space needs: ___ 6x10 ___ 10x10 * Special Needs: _____

I understand by signing up that I am committing to the terms below and I am signing that I have read them fully and agree to them all, especially the set up time (the day before) and the break down time (I will not break down until 2pm) : I certify that I am the participant attending:

Please mail this top portion BEFORE February 16th, 2019

1081 N China Lake Blvd., Ridgecrest, CA 93555

ATTN: Tera Moorehead

Or email tera.moorehead@rrh.org

(You will receive an email after I have received your information)

For questions call: 760-499-3825

IF YOU WOULD LIKE TO DROP OFF IN PERSON, PLEASE CALL AND MAKE AN APPOINTMENT!

PLEASE READ AND KEEP BOTTOM PORTION!

*Note: **Chairs will be provided for all and tables will be provided for the 10x10 spaces only. If you request to be near electricity please bring your own extension cord. Banners cannot be affixed to the wall at all (even tape or Command strips are not allowed) so you'll have to be creative about displaying your services. Give-a-ways and raffle items are very popular; a microphone will be available to announce winners or to make other announcements during the day. **You must stay until closing (2:00 p.m.). Latex balloons are not allowed due to allergies.****

Set-up is the day before (Friday, March 8th – 2:30 p.m. to 7:00 p.m.). Please check in when you arrive for set-up and you will be directed to your booth space.

PLEASE SHOW UP ON SATURDAY BY 7AM. ANY VENDORS NOT PRESENT AT 7AM WILL HAVE THEIR BOOTH BROKEN DOWN. **ALL BOOTHS MUST BE MANNED until 2:00pm.**

You and your volunteers are welcome to receive the screenings offered and brunch, so please sign-up! We want the Health Fair to benefit all of you.

If you need to cancel your participation, even last minute; please PLEASE leave Tera a message on her work phone 760-499-3825. If you are cancelling on the Friday before the event, please leave a message on her **cell phone (760) 608-3076** so she can adjust the layout to accommodate everyone. Otherwise...see you at the FAIR!