

COMMUNITY! SUDBURY DOING GOOD INFO FAIR!

Date: Saturday, September 21 Time: 11:00 a.m. to 2 p.m. Place: Goodnow Library

2019 Exhibitor Information

Each exhibitor will be assigned a six-foot table on the first or second floor of the Goodnow Library. Please bring your own table signs, posters, table banners, promotional material, and give-away items (ex: wrapped candy, pens). Exhibitors are expected to staff their table from 11:00 a.m. to 2:00 p.m.

We are asking exhibitors to help recruit attendees by reaching out to members/constituents via email, social media and website posts with a “Save the Date” announcement in July and then additional reminders prior to the event.

Frequently Asked Questions

Can any Sudbury group be an exhibitor at the Fair?

Any Sudbury not-for-profit group can be an exhibitor including non-profit organizations, community groups and Town of Sudbury departments/committees.

How many other exhibitors will there be?

We expect 20 to 30 exhibitors. Since it is the first time holding the event, it is difficult to predict.

How many attendees are you expecting?

We hope to have 100 or more attendees.

Is the event free of charge to attendees?

Yes

Is the library fully accessible?

Yes

What time can I get into the library to set up?

Please arrive between 9:30 and 10:00 a.m. to set up. Please reserve time to clean up your space at the end of the event.

Where in the library will we be set up?

You will receive your table location when you check in.

How many people can we bring from our organization?

You may bring as many people as you want to represent your organization. Two is ideal.

Can I set up a floor easel and will easels be provided?

We can't guarantee that there will be enough space for all exhibitors to set up floor easels. Easels will not be provided.

Can I hang a banner or tape a sign to the wall?

Sorry, no.

Will I have access to electricity?

Some locations may have access to electrical outlets but it is not guaranteed.

Can I ask for donations?

While the Community Info Fair is not intended to be a fundraising event per se, subtle solicitations are acceptable. We are asking exhibitors to refrain from placing donation jars on their tables.

Can I sell promotional items?

Yes.

Can I provide give-away items to attendees?

Yes, but if it is a food item, please make sure it is nut-free.

Can I feature an activity at the table?

Yes. We encourage you to offer an activity to engage attendees, particularly if it is related to your mission and/or is family or community service-oriented. Please refrain from messy craft projects (i.e. no glitter, paint, etc.).

Can I hold a raffle at my table?

You may offer attendees a chance to win a prize, but may not require money in order to participate.

For more information, please contact Nalini Goyal at 978-460-0375 or nalini.goyal@gmail.com.