



## FREQUENTLY REQUESTED INFORMATION

### Exhibitor Staffing Dates and Hours

Thursday, June 23 (Exhibitor check-in and setup only) 9:00 a.m. – 6:00 p.m.

Friday, June 24 9:00 a.m. – 6:00 p.m.

Saturday, June 25 9:00 a.m. – 6:00 p.m.

Sunday, June 26 9:00 a.m. – 3:00 p.m.

### Fair Dates and Hours

Friday, June 24 9:00 a.m. – 11:00 p.m.

Saturday, June 25 9:00 a.m. – 11:00 p.m.

Sunday, June 26 9:00 a.m. – 3:00 p.m.

### Included in Your Booth Purchase

Each 10x10 space includes: One 8' Table; 2 Chairs

Table and chairs will be present at your space prior to check-in, badges will be available at check-in.

Each exhibitor will receive complimentary exhibitor badges. Quantity is based on exhibit level:

Artisan: 2

Cottage Industry: 4

Non-Profit: 2

Manufacturer/Distributor: 4

### Indoor Booth Height Constraints

Inner spaces may be no taller than 10.' **Spaces along tent periphery have a limit of 8' due to tent roof height.**

### Shipping to the fair

Materials shipped to The Energy Fair may not arrive before Tuesday, June 5. Please mark each box with the following info and total number of boxes (example: 1 of 5, 2 of 5, etc.):

### Shipments should be sent to:

Your Company Name, booth number, # of boxes

c/o The Energy Fair

MREA

7558 Deer Rd.

Custer, WI 54423

### Program Guide Advertising

Energy Fair Pre-Fair Guide deadline for reservations is 01/17/2022. Artwork submission deadline is 01/31/2022. The deadline for Energy Fair Program Guide reservations is 04/08/2022. The deadline for submitting artwork is 04/15/2022. Ads must be submitted to [advertising@midwestrenew.org](mailto:advertising@midwestrenew.org) in hi-res PDF or TIF file formats. Ads that do not come in the appropriate format will need to be redesigned and there is a \$35 per hour charge for our designer to rebuild the ad that you will be invoiced for.

### Check-In & Setup

Exhibitor badges are to be picked up at exhibitor check-in on Thursday, June 23, 2022. Regularly scheduled setup begins on June 23rd at 9:00 a.m. and ends at 6:00 p.m. unless prior arrangements have been made with MREA staff. Check-in materials will relocate to Will Call after 6:00 p.m. for the duration of the weekend. If you are unable to make it by this time, you may setup on Friday, June 24<sup>th</sup> between at 7:00 a.m. and 8:45 a.m.

### **Electricity**

Exhibitors must supply their own extension cords (must be of the three-wire #14 ground, hard-usage type). No 2-wire extension wiring will be allowed. If you need electricity, please go to the info tent or marketplace to request it. Please know that we cannot guarantee access once the event has started. **Electricity purchased after June 14<sup>th</sup> will have a charge of \$75.**

### **Restocking**

Vehicles will be permitted inside the fairgrounds each day from 7:00 a.m. to 8:45 a.m. only.\* \*During move in and move out your vehicle is allowed to be parked and unloaded for a 15-minute time period. Vehicles not moved after that time period will be asked to move immediately.

### **Event Security**

The Energy Fair will provide overnight security. However, to maintain a secure event and protect exhibitor merchandise, NO EXHIBITORS will be let into any exhibit area before official move-in times or allowed to stay in the exhibit area after The Energy Fair closes on Friday or Saturday.

Please note: Exhibitors are responsible for the security of items in their exhibit booths.

### **Takedown**

Exhibits may be removed after 3:00 p.m. on Sunday, June 26. No exhibitor can start dismantling their display before 3:00 p.m. All exhibits must be removed from the fairgrounds by 9:00 a.m., Monday, June 27. Any articles or materials not removed from the fairgrounds by 9:01 a.m. will be disposed of by the MREA. The exhibitor will be billed for all disposal costs.

### **Pets**

Sorry, no pets are allowed at The Energy Fair unless your animal is training to be or is a service animal. Please contact Energy Fair Management to

## **ENERGY FAIR CONTACTS**

### **Energy Fair Coordinator**

Celia Sweet, Events Manager- [celia@midwestrenew.org](mailto:celia@midwestrenew.org)

### **Invoicing Contact**

Amiee Wetmore, Operations Director [amieew@midwestrenew.org](mailto:amieew@midwestrenew.org) 715-592-6595 ext 118

### **Advertising Contact**

Matthew Brown, Communications Coordinator- [matthew@midwestrenew.org](mailto:matthew@midwestrenew.org) 715-575-1377

### **Sponsorship Contact**

Gina Miresse, Development Director- [ginam@midwestrenew.org](mailto:ginam@midwestrenew.org) 715-592-6595 ext 113

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