



# New Westminster Festival of Volunteers

## SET UP & TAKE DOWN

- The Mall will be open at **9am** for TABLE SET-UP and the event area should be cleared of all displays by **4pm**.
- **BEFORE** going to your display area, please register at the Community Volunteer Connections main table in the Mall Centre, where event materials will be given out. These include your site map and hospitality room passes.
- Please leave the display areas as you found them -- CLEAN and NEAT.
- Please insure all garbage/debris is placed in garbage cans before exiting.

## PARKING

- Free Parking is available in the underground, exhibitors please park on level P3 (lower level) in the stalls marked "RESERVED MON-FRI".
- Please use the freight elevator for large displays, through the loading dock (northwest corner of building off Princess St) or from P1 of the parkade.

## DISPLAYS

- Please insure the display is staffed for the **FULL** duration of the event.
- Displays cannot be over 6 feet tall and the backs should be decorated as well. All cartons and extra materials can be stored under the skirted display table.
- Please insure that all Mall access ways and storefronts are not blocked by any displays and do not tape up any paper on mall walls.
- No eating/drinking is permitted at the displays but please use your passes to enjoy the refreshments in the community room hosted by Royal City Centre.
- Please be as creative as possible with your table display area and the presentation of your materials.
- NOTE: Malls rules do not allow helium balloons.

## MORE INFORMATION

- Please bring a stamp and stamp pad for the visiting public's "passport" which is then eligible for a prize draw.
- If at any time participants need assistance, Festival Volunteers will be roving the site and the registration table will be staffed throughout the day.

**And... HAVE A GREAT TIME!**