



ACCESS MUSIC

F A I R · 2 0 1 9

Hello Access Music Fair Exhibitors,

The Access Music Fair is coming up fast... **Saturday, April 13**. To help everyone prepare for the big day, we are providing some key information for you and also ask for you to reply to some questions below so everything is in place for a successful Fair.

What You Need to Know

Arrival to Set up - 9:15 a.m. (enter side door off of 9th Street East)

Fair Opens - 10:00 a.m.

Fair Closes - 2:00 p.m.

Exhibitor pack out - 2:00 p.m. to 2:45 p.m.

Venue Exit - 3:00 p.m.

Tables and chairs - Will be provided for your group to set up. Longer tables (16 feet in length) will have two to three groups.

Food and beverage - OShare will be set up to provide light food and beverages during the Fair (exclusive food and beverage vendor). Cash sales only. Vendors certainly can bring in water or light snacks for personal use.

What We Need to Know

Do you require use of an electrical outlet? If yes, be sure to bring extension chord or power bar.

Do you prefer a table by a wall or is any location okay?

Do you have any special signage or other item that needs to be hung up?

Do you require a table cloth? If need be, we can provide as we have some available in black.

How many feet of table would your group need? Would you prefer a standard single table or are you okay sharing a portion of longer table (some are 8 and some are 16 feet)?

Are you exhibiting along with other groups at the Fair? Would you like to be positioned together?

How many volunteers will you have at your table throughout the fair? Please indicate if they will be taking shifts or remaining throughout the duration of the event.

Do you have web site link or social media link we can share on our exhibitor list posted on the SweetWater web site? Please provide link.

Information attached

Access Music Fair poster/flyer PDF (please feel free to distribute)

Access Music Fair media release (please feel free to share or use information in the release)

Access Music Fair exhibitor list (please review and ensure your contact details and other information is correct).

Thank you for joining us for this first-ever music trade show in Grey Bruce. Looking forward to seeing you all.