



Partner Logistics

Sacramento Charter High School
2315 34th Street
Sacramento, CA 95817

Saturday, November 22, 2014
10:00 a.m. to 3:00 p.m. (Event Time for Public)

AUDIENCE

- We are targeting low-to-middle class income households, working families, young adults, and the uninsured
- Please be aware that this event is completely FREE and is not an opportunity for sales

SET-UP TIME

Saturday, November 22nd – Event Day

- 8:00 a.m.
- Please make sure to arrive **no later than 8:30 a.m.** as the event door will open to the public and will begin promptly at 10:00a.m.

PARKING

- Free parking is available on Campus.

EVENT DETAILS

When You Arrive:

- The different hubs (Resource Fair, Immigrant Resources Hub, ACA Hub, Medical Services, Kids Zone, and Financial Hub) will be set-up inside the gymnasium. **When you arrive please check-in at the main entrance of the gym at the “Exhibitor, Partner and Volunteer Check-In”.** Look for the orange WE Connect tent. A WE Connect team member will help you find your table. If you have any questions, feel free to ask one of the staff members walking around in a blue WE Connect shirt.

Items Provided:

- Table(s), chairs and the table will have a linen tablecloth. If you bring your own tablecloth, place your personal tablecloth above the one provided.
- **Lunch will also be provided.** At check-in you will be given your lunch voucher. You will be notified when lunch is served and available.
- If you requested electricity, we will have accommodated your request.

WE Connect Event Guide – Important to Know:

- Upon entering the WE Connect event attendees will be given a “WE Connect Event

Guide". In order to receive a bag of free groceries at the end of the event, attendees are encouraged to visit a minimum of four (4) stations. The different hubs, which you are a part of, may count toward one of those four stations. Please make any kind of mark you want on the map to note that the attendee had visited your table/station.

Attendance:

- We are expecting anywhere from 1,500 to 2,500 people to attend the event throughout the day. Attendees may speak different languages such as: Spanish, Khmer and Tagalog.

Event Take-down:

- Take-down can **begin after 3:00 p.m.** and *all items* should be removed from the event grounds. **Please make sure to let me know ahead of time if you will not be able to stay until 3:00 p.m.**
- **Please plan on staying until 3:00 p.m. when the event concludes.** * *We understand the urge to leave early may arise, especially when the flow of attendance slows down, but there are always people who arrive closer to the end of the event who are in need of the services and information which you provide.*

Reminders:

- Please note that Exhibitors cannot solicit or sell anything during the event. The event and those exhibitors participating in any hub can only pass out information.

CONTACT

Exhibitor Coordinator:

- Hector Gomez at (310) 600-6774 (cell phone)

I will be available on my cell phone beginning the morning of Friday, 11/21. Feel free to give me a call if you have any questions. Please let me know if you have any concerns.

Thank you for helping make this event a success!

See you all soon,