

# How the Volunteer Fair works

- **Table:** Each organization will be provided a white-draped six-foot table upon which to display materials and items that define the nature and purpose of the organization. Please include some exhibit that describes the varied roles volunteers play and their basis (i.e. ongoing, event or activity centered, etc.). Please provide a handout that addresses whatever volunteer qualifications exist and either provide a copy of the application form or a description the how online applications (if preferred) can be submitted.
- **Displays:** Please restrict all displays to the tabletop only.
- **Representation:** As a first-time event, we cannot anticipate attendance or flow. We request that you have, throughout the event, a minimum of three representatives of your organization.
- **Layout:** For the convenience of Fair-goers, tables will be arranged alphabetically by the name of each organization—registering by July—and around the perimeter of the ballroom. (City Boards and Commissions, because of their common application and appointment process, will be grouped together.) Each Fair-goer will receive a floor chart noting where each organization may be found.
- **Signage:** Tabletop signage is welcomed. An additional sign will be provided and hung—above eye level—on the draped wall behind each table.
- **Snack items:** organizations may have for participants “treats” (cookies, packaged power bars, chocolate kisses, candies, etc.). NO BEVERAGES PLEASE.
- **Power:** electrical service is very limited: if your display requires electric service, please advise Kathy Danielson ([Kathy.danielson@cityofbastrop.org](mailto:Kathy.danielson@cityofbastrop.org)). If your request can be accommodated, your organization will be responsible for providing an appropriately rated extension cord.
- **Sign-in:** The event runs from 7 to 8:30 p.m. Each participating organization will need to have set up its table top display and have its representatives present by 6:50 p.m. Each “booth” should be staffed throughout the event; breakdown/removal of displays should not begin until 8:30 p.m.
- **Preparation:** Please prepare a supply kit: pencils, staplers, tape, business cards, etc. During the event a representative of the convention center will be available throughout to assist with other needs that might arise, such as a thrown breaker, spills.

If you have any questions please contact Kathy Danielson ([Kathy.danielson@cityofbastrop.org](mailto:Kathy.danielson@cityofbastrop.org) or 512-332-8980).