

## **Nonprofit Chamber of Services**

Volunteer Fair  
Towne East Square  
7700 E. Kellogg  
Wichita, Kansas 67207  
April 5, 2009

### Exhibit Information

➤ **SET UP & KNOCK DOWN:**

Saturday evening booths may be set up from 9:00pm-10:00pm.

Sunday morning booths may be set up from 7:30am-11:30am.

**ABSOLUTELY NO BOOTH SET UP AFTER 11:30am** on the day of the event. NO EXCEPTIONS!!!

Booths can be knocked down after 6:00pm Sunday April 5.

➤ **BOOTH ASSIGNMENTS:**

Check map to see where your booth is located.

Since booths are pre-paid there will be no flexibility in your location. Please do not take another organizations booth.

➤ **EXHIBITS:**

Please staff your booth at all times.

Remember to captivate your audience. This can be achieved by doing the following:

- Be creative
- Try to make booths interactive
- Make it fun

➤ **ADDITIONAL INFORMATION:**

A receipt for your payment will be sent via e-mail and will include your assigned booth location.

For additional information contact Mindy McELfresh at the Nonprofit Chamber of Services at 316-440-6744 or via e-mail at [NPCOS@NonprofitChamberKS.org](mailto:NPCOS@NonprofitChamberKS.org)  
Please send booth registration forms to P.O. Box 47012

Wichita, KS. 67201