



HILLSBORO ARTS & CULTURE COUNCIL

HACC Arts & Culture Summit 2012 Exhibitor Information:

Thank you for taking part in the 2012 HACC Arts and Culture Summit. We're excited to have your organization participate! This year's Summit will take place on **Wednesday, February 29, 2012**, from **5 to 7 pm** at the Walters Cultural Arts Center (527 East Main St, Hillsboro). As an exhibitor at the Summit, you will be provided with a 6 foot table (and two chairs) to display your organization's marketing and promotional materials. The layout and design of your table is left up to your organization. In the past, exhibitors have brought such items as: display boards, brochures, photographs, posters, art work, CDs, mailing lists, membership recruiting materials, etc. Tablecloths will not be provided for the tables, so it is suggested that you bring your own.

Just as a reminder, there is a **\$40 registration fee** for hosting a table at the Arts & Culture Summit. This fee must be paid at the time of reservation and guarantees your organization a spot at the Summit. Table space is reserved on a **first-come, first-serve basis**. Early registration is taken into consideration when designating table assignments. **Sharing or splitting a table is a great option!** Organizations are welcome to use this option, but must find a partner organization themselves.

Your organization is welcome to sell promotional materials (e.g. t-shirts, CDs, etc) or solicit donations and/or memberships at this event, but each organization must maintain its own cash box.

All displays and banners must be free standing or else hung **without** the use of nails, screws, or other fasteners. Exhibitors may use tape to hang signage, but must check with HACC staff on placement before hanging any signage on the walls. **NO** open flames will be allowed at any of the tables, including candles, cooking burners, etc. Also, **NO** helium balloons or confetti, please. To reduce the noise level, music and any other audio media will be allowed **ONLY** if headphones are provided for listening. Electricity will be provided to an organization **ONLY by special request**. Electrical outlets are limited, so if this is absolutely necessary to your table display, please contact us as soon as possible by emailing katrinah@ci.hillsboro.or.us or calling 503-615-3431.

Set-up time: 4:30-5:00 pm

Take-down by: 7:30 pm



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If you have any other special needs or have any questions about the Summit, please call 503-615-3431 or email katrinah@ci.hillsboro.or.us.

If you have any questions the day of the event, please call the WCAC main desk at 503-615-3485.

We look forward to seeing you at this year's Summit!