



SOLAR LIVING INSTITUTE

PO BOX 836

HOPLAND, CA 95449

www.solarlivingevents.org

www.solarliving.org

EXHIBITOR INFORMATION SHEET SLI SPECIAL EVENTS 2014-2015

FOLLOW-UP KIT

This is the most important document we will send to you starting in August. It contains Exhibitor Logistics:

- Move-in and move-out procedures
- Shipping to the event site
- Parking information

ACCOMMODATIONS/TRAVEL

You will receive a **Lodging and Accommodation list** with your **Confirmation letter** as soon as your registration and payment are processed.

We have very limited camping space available. Maximum of four persons per registration may camp. Please indicate on the registration form how many spaces you may need. Camping is available on a first come, first-served basis.

BOOTH SPACES AND FEES

- There are no monetary refunds
 - Non-profit booths are FREE (limited spaces)
 - Vendor booths are \$75
 - Food booths are \$300 (limited spaces)

BOOTH SPACES INCLUDE

- 10' X 10' booth
- All booths need to bring along shading.
- All booths need to bring table and chairs unless purchased with SLI.
- Electricity is available (indicate on the next page if you will need it).

SPONSORS

Sponsorship includes a Premium Level booth with preferred placement at the event. In addition, we offer a variety of marketing and promotional benefits to our sponsors. Your participation fully associates your company with supporting the Solar Living Institute and its mission activities. SLI is focused on renewable energy, sustainable living practices and supporting environmental education. Contact Teresa Jodon-Manns at 707-472-2450 or teresa.jodon-manns@solarliving.org for sponsorship details.

Return Exhibitor Invoice and Registration Forms with Payment to:

Solar Living Institute

Attn: SolFest

PO Box 836

Hopland, CA 95449

Fax: 707-472-2498 (credit card payments and forms)

Email: teresa.jodon-manns@solarliving.org

Exhibitor Questions? Contact Teresa at 707-472-2450



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EXHIBITOR INVOICE

COMPANY/ORGANIZATION NAME:	
PERMIT NUMBER:	
Booth Space Type: <input type="checkbox"/> Non-profit \$0 <input type="checkbox"/> Vendor booth \$75 <input type="checkbox"/> Food booth \$300	
TOTAL: \$ _____	
ADDITIONAL ITEMS	
TABLE @ \$15 EACH _____	TOTAL: \$ _____
CHAIRS @ \$5 EACH _____	TOTAL: \$ _____
TENT RENTAL @ \$100 _____	TOTAL: \$ _____
TOTAL DUE: \$ _____	
ELECTRICITY (LIMITED FIRST COME FIRST SERVED) <input type="checkbox"/> Yes <input type="checkbox"/> No (select one)	
ELECTRICAL POWER NEED TO RUN (specify item):	
WHICH WILL USE _____ (#WATTS) AND _____ (#AMPS) FOR _____ (#HOURS) DAILY.	
PAYMENT INFORMATION	
PAYMENT METHOD: <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD	
CHECK NO.:	<i>Make checks payable to Solar Living Institute</i>
CREDIT CARD NUMBER:	
EXP. DATE:	CVV#:
CREDIT CARD HOLDER NAME:	
CREDIT CARD BILLING ADDRESS:	
SIGNATURE:	DATE:

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Raffle – Auction Donations

The Solar Living Institute (SLI) will host a raffle and/or silent auction to benefit SLI on September 6, 2014 during the SLI Open House & Harvest Moon Celebration. All raffle/auction items will be prominently listed in the **Event Guide** (circulation 22,000). All items will be visibly displayed in the raffle-auction booth during the event. A listing with company name will be posted at www.solarlivingevents.org. Proceeds will benefit SLI and support its mission to promote sustainable living through inspirational environmental education.

Companies donating items with a value of \$500 or more will receive acknowledgement from the Main Stage. Sample items: gift baskets, wine, anything for kids, food items, books, hotel stays, gift cards, artwork, spa items, and jewelry.

☐ Yes, I will donate the following items for the SLI Raffle or Silent Auction:

Retail value: \$
Item description:

- ☐ Item to be shipped to SLI—To arrive **BY SEPTEMBER 2, 2014**
- ☐ Item to be brought to SLI—To arrive **BY SEPTEMBER 2, 2014**
- ☐ Item must be picked-up by SLI staff

DONOR COMPANY/ORGANIZATION NAME:	
CONTACT NAME & TITLE:	
ADDRESS:	
ADDRESS:	
CITY/STATE/ZIP:	
PHONE:	FAX:
EMAIL:	

Shipment address for raffle/silent auction items:

USPS
Solar Living Institute
Attn: Auction
PO Box 836
Hopland, CA 95449

Shipment Street Address for UPS and FEDEX
Solar Living Institute
Attn: Auction
13771 S. Hwy 101
Hopland, CA 95449

Phone: 707-472-2452 Fax: 707-472-2498

THANK YOU FOR YOUR GIFT!

The Solar Living Institute is a 501(c)(3) organization (Tax ID # 94-3294567), and your copy of this form serves as a receipt for your tax-deductible contribution.

*For questions related to the auction contact Executive Director, Teresa Jodon-Manns
707/472-2452 or email teresa.jodon-manns@solarliving.org*