



SUMMIT OF HOPE VENDOR INSTRUCTIONS

Thank you for participating in the **Summit of Hope**. Please read the following information. We hope this will answer some of your questions about the event.

Plan to arrive at the summit location one hour before start time.

This will allow you time to setup your information area (some areas also have setup the day before). You will be notified by email if setup is possible the day before.

When you arrive, check-in at the vendor/volunteer check-in table.

You will receive a red Summit of Hope shirt; if you already have one, please wear it that day.

Proceed to your table after you have your shirt on.

We will have people to guide you to the table or the tables will have names on each table indicating the vendor assigned to that table. You can then pick up a cup of coffee or water and make sure that you understand the event layout including the locations of the restrooms and food areas.

A continental breakfast, lunch and drinks are provided at no cost to you. However, volunteers, vendors and the participants are required to sign a food log for breakfast and again for lunch to indicate you received food. This food log is required documentation.

Please take time to network with the other vendors and learn about the other services in your area.

The parolees are usually scheduled to begin arriving on time of start of the event, but it will take a little while before they get to your table.

It is important to come prepared with displays and signs for your table to relay information and provide description of the services you provide.

For example, a Domestic Violence Center offers many different services and opportunities to victims, offenders and their families that you would never know about just by the name. Volunteers will encourage them to stop at every table but if it looks like you provide something they do not need they may ask to skip your table.

If you have any freebies (candy, pens, key chains, etc.) please bring them, these are always a big hit.

Please provide any written information on your agency or the service(s) you provide.

Event participants will take that with them and spend a lot of time going through all the documents.

Volunteers will bring the participants to your table so you can let them know what all you can do to help them.

You will be surprised how much they appreciate your contact and information. Many want help, but do not know how to go about getting it. The Summit of Hope brings you both together.

Plan for a busy, yet rewarding day filled with friendly faces, smiles and the personal reward that you have touched so many people, giving them an opportunity to change their lives.