



Free Health Fair Coordination  
218 East 800 South  
Orem, Utah 84058  
Phone 801.225.2457

## *Expectations for Exhibitors*

For each fair event:

- Provide their own table, unless other arrangements are made with Health Fairs of Utah.
- Provide their own chairs, unless other arrangements are made with Health Fairs of Utah.
- It is optional to have a drawing or participate in Health Fairs of Utah drawing
- Set-up their own booth
- Pick-up any trash in their area after the event
- Be professional
- Be 30 minutes early to every event and stay to scheduled end time of event.
- Responsibility of the exhibitor to notify Health Fairs of Utah if they need an outlet
- Need to notify of a cancellation 3 weeks before event. If not, they will not be reimbursed.
- Payment to be to "Kenneth Hansen", president of Health Fairs of Utah, 4 weeks before event