

# ROOTING DC

a free urban gardening forum

## - EXHIBITOR FAQ -

- **Is there a fee to be an exhibitor?**
  - Not currently.
- **How do you select exhibitors?**
  - The Exhibitor Hall represents non-profit, educational, government, and business entities operating in urban agriculture and regional food systems.
- **When can I set up my table?**
  - Exhibitor set-up occurs Friday evening and/or Saturday morning. We recommend having at least one other person to assist you with unloading/set-up. Please bring your own dollies and hand carts to support you; the event does not have any we can provide. Although we strive to make the unloading and set-up process as easy as possible, logistics at the school (such as specific doors being unlocked) can change at the last minute for reasons outside of our control.
- **Can I request that my table be next to a partner organization?**
  - There are no table assignments in the Exhibitor Hall. Please coordinate directly with partner organizations and/or plan to come early to identify your table.
- **What do exhibitors need to bring?**
  - Rooting DC provides each exhibitor with a six-foot (6') rectangle table and two (2) chairs. We recommend some/all of the following items for your table: a table covering, organizational signage, tabletop displays, interactive activities, and/or giveaways. We encourage the use of digital handouts via QR code or other methods but also suggest bringing some printed information for attendees who prefer life off-line.
- **Can my table be placed next to an outlet?**
  - No. We are unable to provide access to outlets in the Exhibitor Hall
- **Can I sell items at my table?**
  - It's fine with us, however exhibitors are solely responsible for facilitating and/or addressing issues related to sales and the event takes no responsibility or liability in these transactions.
- **Do I need to register for the event?**
  - Whoever signed up for the table is already registered. Please ask any additional staff or volunteers who are joining you to register through the event registration page.