



EQUALITY HEALTH  
Foundation™

presented by



## EXHIBITOR HANDBOOK

HEALTHY FALL FESTIVAL – [PHOENIX](#)

Saturday, November 19, 2022

8:00 a.m. – 1:00 p.m.

### LOCATION

Maxine O. Bush Elementary School

[602 E. Siesta Dr., Phoenix, AZ 85042](#)

### ONSITE CONTACTS

Equality Health Foundation

[Debbie Accomazzo](#) (602) 810-1826

[Gabe Lopez](#) (602) 478-1933

### ARVIZU COMPANIES

[Ernestina Arvizu](#) (602) 790-6605

[Cierra Borden](#) (480) 751-9788



## MEETING AGENDA

Introductions  
Festival Overview  
Exhibitor Packet Review  
Map Layout  
Q&A

### Questions?

Please place questions in the Chat.  
We will open the meeting for questions after the presentation.



**Exhibitor Packet will be emailed following this presentation, and will contain the following:**

Contact Names, Emails, Phone  
Pre-Event Notes  
Temporary Health Permit Links  
Exhibitor Information:  
Arrival, Set Up, Assets, Exhibitor Village CCRs, Map Layout

## PRE-EVENT NOTES

### Certificate of Insurance (COI) (UPDATED!)

As noted on the HFF22-PHX Registration form, all exhibitors have been asked to provide a Certificate of Insurance (COI) as detailed below **OR** be able to provide Proof of Insurance. Should you have questions or if your organization is unable to obtain a COI, please email [Gabe Lopez](mailto:Gabe.Lopez@equalityhealth.org).

#### NOTE REQUIREMENTS BELOW – COI OR ORG PROOF OF INSURANCE IS ACCEPTABLE

##### COI REQUIREMENTS

The additional named insured on the Certificate of Insurance should be Equality Health Foundation and Equality Health, LLC, with the limits described, along with the festival site address

- Workers' Comp – Employers Liability \$1.0M, vendor to provide waiver of subrogation
- General Liability - \$1.0M per occurrence/\$2.0M general aggregate/\$2.0M product aggregate
- Address: Maxine O. Bush Elementary School, 602 E. Siesta Dr., Phoenix, AZ 85042

### Payment & Fees

- Business Entities – The fee of \$125 will be invoiced for businesses **OR** a Raffle equivalent may be donated
- Nonprofits – There is **no cost** for nonprofits to attend

### Health Permits (UPDATED!)

The Maricopa County Health Department **requires** that all participants conducting a product give-away, sampling, or selling of any consumable products, including any prepackaged food/items that need temperature control and or require to be refrigerated, to have a separate **Temporary Health Permit\*\* for each booth location**. Upon request by a Maricopa County Health Inspector, **this permit must be presented**.

*\*\*To apply for your **Temporary Health Permit**, visit the Maricopa County Health Department website here: <http://www.maricopa.gov/3976/Special-EventsFarmers-Markets>*

## **EXHIBITOR VILLAGE (UPDATED!)**

**Saturday, November 19, 2022**

**MAXINE O. BUSH ELEMENTARY SCHOOL – [602 E. Siesta Dr., Phoenix, AZ 85042](#)**

**Exhibitor Check-in Begins: 6:00 a.m. – Set up must be complete by 7:30 a.m.**

- Exhibitor set up **begins at 6:00 a.m.**, and participants should plan to arrive with ample time to navigate attendee traffic. Booth set up **must be complete no later than 7:30 a.m.**
  - Exhibitor entrance and check-in located west side of school, at northwest corner – offloading available at gate, as shown on map
  - Sponsor Exhibitors will be directed to assigned location, and remaining booths are first come, first served – **every booth location is assured to be a GREAT location!**
- Exhibitors must enter through the designated **Exhibitor Check-In Entrance** west of school to receive instructions regarding offloading, booth location, and event exit. NOTE: Recommend cart to transport booth supplies as needed.
- Unless otherwise agreed upon, Exhibitors are expected to staff their booth in the Exhibitor Village through the entirety of the event. **Event ends at 1:00 p.m.**

### **PARKING:**

Exhibitor parking available in the **west parking area behind school**, with overflow to be directed to southwest lot as shown on map

### **ASSETS**

Unless otherwise reserved, Exhibitors will be provided with **one six-foot (6') table, two (2) chairs, and one (1) black tablecloth**, which will be in the Exhibitor Village booths. Should you need additional assets, please let our team know beforehand or upon arrival, and we will do our best to accommodate your request.





## **EXHIBITOR VILLAGE (UPDATED!)**

**Saturday, November 19, 2022**

**MAXINE O. BUSH ELEMENTARY SCHOOL**

**Exhibitor Check-in Begins: 6:00 a.m. – Set up must be complete by 7:30 a.m.**

### **Booth Presentation**

Exhibitors are expected to clear all debris and empty boxes upon completing set up to ensure a safe and pleasing event presentation. Please remove all trash, supplies, and other debris before departing event. **Be sure to leave Maxine O. Bush better than you found it!**

### **Line Queues**

Exhibitors are expected to manage their booth customer line. Please designate at least one staff member to oversee the line queue. Get to know your neighbor, and work together to ensure no obstructions, and that booth lines are courteously maintained.

### **Lost Child Procedure**

Be aware of your surroundings, and act quickly should you encounter a lost child! Starting with lots of reassurance that all will be well, walk the child to the DJ Stage (see map) so a public announcement can be made.

### **Festival Fast Facts!**

No registration to attend the Healthy Fall Festival is required. Upon arrival, attendees will receive the following:

- **Healthy Passport – One (1) Passport per family** that will guide guests through event including Exhibitor Village and the Medical Café
  - Sponsor Exhibitors will be provided a **Turkey Stamp** to validate guests have visited booth
  - 10 Exhibitor Booths + 1 Medical Screening Booth = One (1) frozen turkey per family, while supplies last
- **Raffle Ticket – One (1) Raffle Ticket per person** – raffle items will be announced from the DJ stage – guests must be present to win
- **Farm Express Voucher** – The first 150 families to complete their Healthy Passport and claim their frozen turkey will receive a **\$10 Farm Express Voucher** to be used to purchase fresh produce at the shuttle located in front of school (event day use only, while supplies last)

**Maxine O. Bush Elementary School**  
**602 E. Siesta Dr., Phoenix, AZ 85042**



**EXHIBITOR  
OFFLOADING &  
CHECK-IN**

**OVERFLOW  
PARKING**

**EXHIBITOR ENTRANCE  
(West of school)**



# **THANK YOU**

**for joining us in community!**

We are here to ensure your organization has a fantastic experience, and that our combined impact reaches every corner of South Phoenix!

## **Have Fun! Create Joy!**

Celebrate health and well-being, and the spirit of thanksgiving as one community, united!

**#InThisTogether**