

Solar Fiesta 2010 Exhibitor-Volunteer-Speaker Instructions

Thank you for participating in Solar Fiesta on September 11-12!

As we have a new site this year, please help us by reading all the information below. Thank you!

We look forward to seeing you!

Janet Bridgers

2010 Solar Fiesta Exhibit Manager

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(805) 487-2999 (cell)



1. Location and Directions

Welcome to our new Solar Fiesta site! Our gratitude goes to Tonya Wright, Kevin Irwin, Keith Cass and David Cook of Menaul School for their support in the use of their wonderful facility for this year's Solar Fiesta! Menaul School is accessible from both I-40 and I-25. Parking is free.

Location: Menaul School, 301 Menaul Boulevard NE at Broadway in Albuquerque.

- a. From south of the Big I (the intersection of I-25 and I-40), take Exit 225 (UNMH, Lomas, Menaul, Candelaria). Take a left on Menaul. Go .8 mile to the main entry gate on your right.
- b. From north of the Big I, take Exit 227 (Comanche, Candelaria, Menaul). Take the third right onto Menaul. Go .5 mile to the main entry gate on your right.
- c. From east of the Big I, take the Exit 159D (University Boulevard). Take a right on University, a left on Menaul and go .8 mile to the main entry gate on your right.
- d. From west of the Big I, take Exit 159A (4th-2nd Street). Take a left on 4th or 2nd, a right on Menaul and after Broadway, look for the entrance on your left.

2. Site and Parking

- a. Information Booths - For any questions, go to the NMSEA Booth (NW corner of outdoor exhibit area), the Information Booth (NE corner of the outdoor exhibit area) or look for a person wearing a manager nametag. You may also call Janet Bridgers, above.
- b. The Indoor Exhibit Area (the Cafeteria) has north and south entrances with ramps. The Cafeteria is the north end of the Solar Fiesta site and is accessible directly from the north parking lot.
- c. The Outdoor Exhibit Area has two parts, a north lot and south lot. Outside Solar Fiesta hours, you'll be able to access your site by vehicle.
- d. Break Room - To be determined, but we think it will be in a classroom in Rendon Hall.

3. Hours of Access and Events

Friday, 9/10	3:30pm	NMSEA Setup begins
	5pm-9pm	Exhibitor Setup begins
Saturday, 9/11	7am-10am	Setup

	10am	Solar Fiesta opens
	10:30am	The free workshop begins
	5pm	Solar Fiesta closes
	6:00pm	Dinner and socializing.
		Chama River Brewing Company 4939 Pan American W Fwy NE, south and west of I-25 and Jefferson on the Frontage Road Albuquerque, New Mexico 87109 (505) 342-1800
Sunday, 9/12	8am-10am	Setup
	10am	Solar Fiesta opens
	10:30am	The free workshop begins
	5pm	Solar Fiesta closes
	4pm-7pm	Takedown. Till 5pm, please keep your booth hospitable as you pack up.

4. ****Exhibitor/Speaker/Volunteer Check-In****

a. Everyone:

- 1) Ticketing will be handled from cars this year so be careful when crossing the Ticketing Lane.
- 2) Enter the Solar Fiesta grounds from Menaul, east of Broadway. Inside the gate, turn right to the ***Exhibitor/Speaker/Volunteer Check-in***.
- 3) Sign in and obtain a Solar Fiesta badge. Keep it with you at all times. This is your exhibit entry.
- 4) During the Solar Fiesta:
 - a) You will be directed to drive west and north around the perimeter of the property, through the ticketing process. Ticketing will be handled from cars this year.
 - b) If all people in the vehicle have badges, your vehicle will be moved through. People without badges will pay for their entry from your vehicle, then move through.
 - c) After the ticketing process, you will be directed to the parking areas north of the Solar Fiesta grounds (see map).

b. Exhibitors:

- 1) On Friday night and the mornings, you'll be directed to your booth and can drive to it or the closest access to it. Please remove your vehicle from the Outdoor Exhibit Areas by 10am.

c. Speakers and Volunteers:

- 1) After checking in, proceed as above to volunteer parking.
- 2) Proceed to the Volunteer Area (NE of Outdoor Exhibit Area). Speakers check in. Volunteers sign in for a job. At any time you need information or are ready for another task, please return to the Volunteer Area.
- 3) If speakers have questions, contact Athena Christodoulou, Workshop Coordinator, 505-507-1955. Volunteers contact Volunteer Co-coordinators, Dave Patterson, 505-239-8829, and Wendy Schumann, 505-553-3191.

5. Booth Setup

- a. *Unless otherwise arranged*, each booth rental includes one table (6' ft tables for indoor booths and 8' tables for outdoor booths) and two chairs.
- b. We suggest you bring a cover for your tables. The tables we have rented will be weathered.
- c. Outdoor exhibitors - please bring a shade/rain structure with weights (10'x10' is great) and sunscreen. *Important: The Fire Marshal requires: All tents, pop-ups and other canopies must be flame-retardant. They must have a tag on them that states that they are certified by the California State Fire Marshal's Office and/or that they are CPAI-84 compliant. Any that do not comply will have to be removed from this event.*
- d. Indoor exhibitors - Please bring a carpet to help deaden the sound in the cafeteria and for more comfortable standing.

6. General Information

- a. If you received your Solar Fiesta Guide in the mail, please bring it with you.
- b. Food and drink will be available in two areas. For vegetarians in particular, Annapurna will be located to the west of the South Outdoor Exhibit Area. Menaul School student groups will sell a variety of foods in Davidson Hall, the Indoor Exhibit Building.
- c. No bottled water. Bottled water will not be sold or given away at the Solar Fiesta. Water fountains, vending machines and other drinks will be available. Bring your own cup or bottle to fill or buy one of our water bottles.
- d. General parking is on the north side of the Solar Fiesta grounds.
- e. Handicapped parking (TJ) is available north of the Solar Fiesta grounds.
- f. We appreciate only pets trained to assist handicapped individuals be brought to the Fiesta.
- g. Recycling barrels will be available near trash cans. Please dispose of trash and recyclables properly.
- h. Mark all your equipment. No one plans to leave anything behind, but it happens.
- i. Security will be on-site overnight Friday and Saturday.

7. Leaving the Fiesta

- a. All exhibitors - please fill out your Exhibitor Evaluation (enclosed) and leave it at the Exhibitor or Main Gate. We appreciate hearing what we did right and how we can improve.
- b. We recycle badge holders. Please deposit yours at one of the gates when you leave.
- c. If you received your Solar Fiesta Guide in the mail, please bring it with you. If you are finished with it at the end of the Fiesta, recycle it, too.

8. Hotel Accommodations

MCM Elegante, 2020 Menaul Blvd NE (near the Big I), Albuquerque, offers to Solar Fiesta-goers single and double occupancy rooms for \$89. Mention the Solar Fiesta when you call. 505-884-2511 or 866-650-8900.

Thank you for making this year's Solar Fiesta the best yet!