DesignRVA Exhibit Host FAQ

Preparing for the Event

1. What do we need to provide at our interactive station?
   a. Provide all the materials for your interactive station including:
      i. Materials you will need to build and create in your hands-on activity.
      ii. Minimal signage (i.e., flyers or small posters) that show attendees how to participate in your activity.
   b. We ask that you not use branded pop-up signs at your station as this will impede the view for video purposes as well as audience participation; minimal signage that shows attendees how to participate in your activity is OK.

2. What will be available to our team at our interactive station?
   a. Two 6’ tables in a “L” shape
   b. Butcher block paper will be taped on top of the table to protect the table; if you would like to cover your table with a branded tablecloth, you are welcome to do so.
   c. Two chairs (additional chairs will be available if needed)
   d. There will be trash cans around the garden area but not at your station. Please plan accordingly for collecting trash and keeping your space clean.
   e. Name tags will be provided upon arrival.

3. How many attendees should we plan for?
   a. We are planning for 250+ attendees. We understand that not all attendees will visit your station, so it’s good to plan for approximately 125 to 150 attendees at your station.

What to do on Event Day

1. What time and where do we arrive?
   a. Arrive at 8:30am; check in at the table located at The Branch Museum’s garden gate on N. Davis Ave.; you will be directed to your table in your focal area.

4. Where do I park?
   a. If needed, there will be a zone outside of the garden gate on N. Davis Ave to unload your materials.
   b. Once you’re unloaded, there is street parking nearby

DesignRVA: FAQ
Exhibit Host: Preparing for the Event and Event Day
For questions, contact Maureen Neal, Maureenaneal@gmail.com
5. When do we need to be set up by?
   a. Please have your station set up by 9:30am; gates open at 10:00am, but some people may begin arriving earlier.

6. When do we clean up?
   a. All Exhibit Hosts are asked to clear their tables and leave the area free of materials by 2:30pm. Trash cans are provided around the garden area.

7. Is it rain or shine?
   a. Yes! The activity stations will be under a large tent so hopefully weather won’t be a concern. We will keep you updated.

8. Is there food or drinks?
   a. As an Exhibit Host, there will be bottled water and snacks available in the morning. There will also be food trucks to purchase food from 11:30am-1:30pm.

9. You’re invited to attend the Sponsor Reception!
   a. As an Exhibit Host, the participants who volunteered at your station are invited to the Sponsor Reception from 2:30-4:00pm being held in The Branch Museum’s library.