

Green Festival Event Details

Site:

Navy Pier
600 East Grand Ave, Halls A&B
Chicago, IL 60611

Setup Requirements:

We must set up our booth Friday night by 7 pm. I will have a table and 4 chairs for the weekend. We are responsible for carrying everything in by 1 person in 1-2 trips. The entire booth must be set up in under ½ hour. This will all happen on Friday night.

Registration and Badges:

The Exhibitor Registration Desk is located in the lobby just outside the main entrance to the exhibit hall. All booth staff must check in with Exhibitor Registration upon arrival to pick up your official Exhibitor Badges. Your badge gains you entry into the hall. Badges must be worn at all times. Badges should be left or returned to the Exhibitor Registration Desk as you leave the hall each evening for incoming shifts and/or additional staff. It is the responsibility of the exhibitor to make sure the badges are available for your staff. Always wear your badge while in the hall, even during move-in and move-out hours. Security will not let you into the exhibit hall without the proper credentials.

- All exhibitors will receive six (6) badges for each 10 x 10 booth. The badges will have your organization's name printed on them.
- Additional badges or lost badges may be purchased for an additional \$10.00 each.

Complimentary Green Festival Tickets

Pick up your free one-day pass at Exhibitor Registration, just outside the entrance to the main hall. Just tell the person at the counter that you are with Lone Lantern. I'm going to give them a list of one-day pass people, but I'm not sure they'll need it.

Staffing The Booth

Please arrive as close to the beginning of the day as you can. On Saturday, the festival begins at 10 am and runs until 8 pm. In Sunday, it begins at 11 am and runs until 6 pm. The Green Festival does not allow any exhibitors to break down their booths until 6pm on Sunday. Should you choose to break down earlier, you will not be invited to participate in future Green Festivals.