

# *Eel River Valley Family Health & Resource Fair*

## *Check off List*

**All Applications and materials must be received,  
on or before September 2, 2011  
Sorry, but no late applications will be accepted.**

Event date: October 1, 2011

Health Fair 10 am – 2 pm

Rohner Park, Fireman's Pavilion

Park Street, Fortuna, CA 95540

- 1 – Application and materials must be received, not postmarked, on or before September 2nd, 2011. NO late application will be accepted.
- 2 – The health fair runs from 10 a.m. to 2 p.m. Please have your booth(s) staffed during this entire time and that your organization's staff remain during the entire health fair hours. Set up time begins Saturday, 10/2 at 9:15 a.m. All booths must be set up by 9:45 a.m.
- 3 – The Eel River Valley Family Health and Resource Fair is open to not-for-profit organizations and for profit businesses, however, no sales may occur at this event.
- 4 – **No application can be processed without the following information attached with the application:**
  - ❖ Fee for table/chair, payable to Redwood Memorial Hospital. Please do not send cash. Please make sure you staple and/or paper clips these items with your application form before the deadline and before mailing.
- 5 – Sorry, but we do not provide lunch for non-hospital organizations/staff. Please make sure if you are staffing a booth all day that you bring lunch/snack, water, and/or a warm jacket – weather can be hot, cold and or rainy in October, please come prepared.
- 6 – Please make your booth is interactive with families in mind. Whenever possible, please offer Spanish materials along side English information.
- 7 – You can see if your application has been accepted/processed, by going onto our website at [www.stjosepheureka.org](http://www.stjosepheureka.org) and clicking on the link for the Eel River Valley Health Fair.
- 8 – Please note, the Health System does not provide table clothing/skirting for this event.
- 9 – Please return your application to Brian Olson, St. Joseph Health System, Rio Dell Community Resource Center, 95 Center Street. Rio Dell, CA 95562. Fax: 764-2249. Questions: 764-5239.
- 10 – Leaving early from the event is unprofessional and unacceptable. Your name will be taken off the invite list if you decide to leave before 2 p.m.

***Thank you for your participation and support!***