NCAR

INTENT TO EXHIBIT FORM

YOUR INFORMATION:

Your Name: Please print*: _____

School: _____

Sensei: _____

Your Email: _____

Your phone #: _____

*Name cards will be provided. Please print your name as it should appear on the name card. Only name cards printed by the Exhibit organizers are allowed on the exhibit tables.

WHAT ARE YOU EXHIBITING:

_____

Is this for a full size arrangement?* _____

Do you wish to be considered for a 2nd full size arrangement? (Circle One) Yes No _____

*Maximum size of arrangement is 4' wide by 60" high. If you are arranging in place, bring a table protector.

DROP OFF/TAKE DOWN TIMES

Exhibit arrangement to be dropped off/setup on (insert date and time)
NO ARRANGEMENT MAY BE TAKEN DOWN UNTIL AFTER (insert date and time)

NCAR

SUBMISSION DEADLINE

COMPLETE AND SEND THIS FORM NO LATER THAN (INSERT DATE)
All submissions must be emailed to (insert name and email address and phone).

VOLUNTEER OPPORTUNITIES

To ensure the success of this event, each exhibitor must volunteer at least three hours.
If you are a school docent we encourage additional volunteer spots to make this exhibit a success.

Helping with:				
Set up on (insert date and time and # of hours)				
Take down on Sunday (insert date and time and # of hours)				
Can you husband help with set up or take down or both? (Circle all that apply)	Set up	Take Down	Both	
Hospitality - Bring snacks by (insert date and time	Day	Day	Day	Day
Ginza (wrapping, writing orders, general help) 3+-hour credit all shifts	Date AM MID PM	Date AM MID PM	Date AM MID PM	Date AM MID PM
Ginza set up/take down	Set up		Take down	
Hostess (see shifts below) 3 hour shifts only	Date AM MID PM	Date AM MID PM	Date AM MID PM	Date AM MID PM
Docent for your school (Indicate school and circle one time period) Please select another opportunity too!	Date AM MID PM	Date AM MID PM	Date AM MID PM	Date AM MID PM
Assisting demonstrator	Indicate date and time			
Pick one for me	Indicate best day and time:			

Shift times are as follows for Hostess, Docent, Ginza
Each day: 8-11AM, 11AM-2PM, 2PM-5PM