

HUNTSVILLE

The Star of Alabama

August 3, 2018

Re: City of Huntsville Wellness Fair and Flu Shot Clinic

Hello Wellness Exhibitor/Vendor:

You are cordially invited to participate as an on-site exhibitor/vendor at the City's Annual Wellness Fair and Flu Shot Clinic to be held on Wednesday, October 17, 2018, at the Jaycee Community Building, located at 2180 Airport Road in Huntsville, Alabama, from 10:00 a.m. to 2:00 p.m.

Please complete the attached Exhibitor/Vendor Registration Form, and submit the completed form online by **August 24, 2018** to the City of Huntsville Health & Wellness Center. Please visit the City of Huntsville's website to submit your Wellness Fair participant form here:

<http://docs.huntsvilleal.gov/docs/humanresources/VendorRegistrationForm.pdf>

There is no cost to participate in the Wellness Fair. We do, however, request that you remain set up as an exhibitor/vendor until the fair concludes at 2:00 p.m. We also appreciate your door prize and/or goody bag donations. Our participants look forward to the prize drawings and goody bags, and this is a way to further engage participants, and promote your business.

If you have any questions regarding the registration, you may contact Tiffany Draper at 256-883-3699 or Joyce Douglass at 256-883-3730. We look forward to your participation.

Sincerely,



Angie Smith, SHRM-SCP
Program Manager, Human Resources
City of Huntsville

The Exhibitor/Vendor Registration Form is Attached.

**WELLNESS FAIR AND FLU SHOT CLINIC 2018
EXHIBITOR/VENDOR REGISTRATION FORM**

Date of Event: October 17, 2018

Event Time: 10:00 a.m. – 2:00 p.m.

Location: Jaycee Community Building
2180 Airport Road
Huntsville, AL 35801

Set-up Time: Begins at 8:30 a.m.

Name of Business:

Contact:

Address:

City:

State:

Zip Code:

Best Phone Number(s) to Reach You:

Email :

One table per vendor will be provided.

No. of Chairs Requested:

No. of electrical outlets needed:

No. of Vendor Personnel Attending

Special needs:

Type of Service or Health Screening you plan to provide:

Will you donate a door prize or goody bag item(s)?

Yes

No

If so, can we pick up or will you bring the donation prize to the fair:

Periodically, we are asked to provide the names/address/phone numbers of vendors who participate in the City's Wellness Fair. Is it permissible to provide this info to other employers if they should ask? Yes No

***YOUR PROFESSIONAL COMMITMENT TO REMAIN SET UP UNTIL THE FAIR CONCLUDES AT 2:00 P.M. IS APPRECIATED.**