



## Event Packet

*Hello! Thank you for your participation in Tiger Blue Goes Green, hosted by the University of Memphis Sustainability Office. This package contains the details about our event for our exhibitors.*

### Event Details

- Theme of the Event: Sustainable Production and Consumption
- Goal: Educate and empower attendees can be eco-smart consumers and how products and services can socially beneficial, economically viable and environmentally friendly.
- Date: October 4th, 2023
- Time of Event: 10:00 am – 2:00 pm
- Location: Student Plaza, University of Memphis

This will be an outside event, with the primary location being the Student Plaza (See attached map).

### What To Bring

*We strive for a zero-waste event, so check out some waste reduction ideas below for your exhibit.*

- Group name or logo displayed - *a small table tent will be on each table in order to reserve your space. You may use this table tent if you do not have your own display to identify your organization.*
- Brochures, pamphlets, and business cards are okay to handout. - *As we work towards a zero-waste event, we suggest to look at alternatives to these kind of handouts. Some alternative ideas are to post a QR code linking to all the information that you want to share. Put your info on something useful, like a magnet or on a reusable tote.*
- Show-and-tell setups, such as fold out boards, or videos
- Sign-up sheets - *Looking for volunteers, interns or newsletter recipients? This event is a great place to look.*
- Interactive games/activities that apply to your topic
- Giveaways - *these are great in getting your name out there, but some giveaways have a very short life or cannot be recycled. Some ideas for sustainable giveaways are 100% compostable products and reusable items like water bottles, tote bags, eating utensils, or straws.*
- Products to sell - *Permission has been granted to exhibitors to sell their products, as it relates to our theme. Fresh produce, homemade candles, honey, jellies/jams and the like are all permitted. However, ready-made meals are **not** allowed to be sold. If you plan to sell products at your exhibit, please keep waste reduction in mind. If you would like to provide bags for purchases, we suggest reusable or 100% compostable bags.*

***Each group will be provided the following:***

- Reserved space under a large tent
- One 6-ft table
- 2 Chairs
- Tiger Blue Goes Green T- shirts
- Lunch
- Parking voucher for one (1) vehicle, for groups coming from off campus. Please see below for more on parking.

\* Please send an email if more items are needed than what is listed above.

## **Check in and Setup**

Arrival time for set up is between 8:30-9:30 a.m. **We ask that you are checked in by 9:30 a.m at the latest. We ask that all exhibitors attend the whole event which ends at 2:00 p.m.** We have students attending classes throughout the day and can only attend when classes break, so we want to be fair to all our students and remain until the event ends at 2pm.

Upon arrival, the group's contact person should check in at the registration table to receive further directions regarding setup. The registration table will be located at the entrance of the main tent, next to the fountain. Your designated location will have table(s) and chair(s) already set up with a table tent card reserving your space. There will be a large tent over the entire event, so there will be no need to bring individual tents. Access to electricity, power strips, extension cords and table coverings can be provided on request. Please request those items by **September 29th**, if you have not already requested those items in your initial registration form.

There is a short walk from the parking garage to the event location. Our staff will have golf carts available to assist anyone that may need help transporting items from their vehicle to the event site and vice versa. Please email prior to the event or call the phone number listed below on the day of the event, if you need any assistance.

## **Parking**

Groups may park in Zack Curlin Parking Garage (See attached map). Use the address, 505 Zach H Curlin Street, Memphis, TN 38152.

Upon check in, groups **who are coming from off-campus will receive a parking voucher for one (1) vehicle.** We ask that every group limit to one vehicle, however if that cannot be done, please email the event coordinator and request another parking voucher by **September 29th.**

## **Groups with Vehicles for Exhibition**

Groups that are bringing vehicles as their exhibition may park between the event space and the University Center (See attached map), unless suggested otherwise. **Only previously approved vehicles may park in this location.** All other parking is in Zack Curlin Parking Garage (boxed in blue on the attached map). Exhibition vehicles should enter campus on the route outlined (See attached map). Use the address, 3820 DeSoto Avenue, Memphis, TN 38152. Press the call button at the gate. This route has a rolling curb in the turnabout which will allow these vehicles to easily get to the approved parking space .

In the event of inclement weather, the event will be moved inside to the Rose Theatre Lobby. Tiger Blue Goes Green staff will make the decision to activate the inclement weather plan prior to groups arriving and send an email to all exhibitors with the change of location.

For questions prior to the Tiger Blue Goes Green event, contact **Amelia Mayahi** at [a.mayahi@memphis.edu](mailto:a.mayahi@memphis.edu). For questions on October 4th<sup>th</sup>, contact **Amelia Mayahi** at (731) 332-2226.

