

# Please review the following details before completing your application

## Showcase Guidelines

We are accommodating many different display mediums so we encourage you to get creative with your table layout. This is your time to showcase your work and the impact it is having on the community in front of an audience of funders, federal partners, and your colleagues.

While we are allowing you to choose your booth's display mediums, we do have some requirements and suggested guidelines:

### Suggestions:

- Keep it simple. Your booth display should be focused on the solution you have created, not on what you are selling or your organization. Ask yourself, "How does my work make Appalachia better?"
- Use visuals to help tell your story.
- Include the measurable impacts on your community and the future steps needed to expand your project.
- Bring business cards, informational handouts, or other transportable media that can provide contact information and further explain your solution's story.
- We are expecting a large crowd, so if you will be using technology as part of your demonstration, please plan on bringing hard copies of any videos and/or presentations rather than planning on streaming live. If you require WiFi access for your presentation we will need advance notice and be sure to check the box indicating your need

### Display Notes:

- You will be assigned a booth location and number.
- You will be provided 2 chairs and either a 6-foot or 8-foot folding table with linens.
- Outlets are not guaranteed and we require **advance notice if you need power**. If your booth presentation has power requirements, please be sure to fill out the special requests application linked in the group in SOAR.network
- Every person that is manning your booth will also be required to [individually register](#)

## SETUP LOGISTICS:

**August 3rd:** Noon-6pm

You are required to set up your booth during this time. We will have volunteers on site to assist in finding your location

As we approach the Summit, please watch your email for follow-up communication that will include your identified booth number and location.

If you need to cancel your application please notify us as soon as possible

At least one person must be present at your booth at all times during the Summit afternoon session. (12:30 - 4:00 pm)

If you will have a backdrop, electronic requirements, your own linens, or additional set up requirements, please be sure to fill out the special requests application linked in the group in SOAR.network to determine if your materials will fit into your assigned space. We are happy to work with you to make sure that your solution booth is the best it can possibly be.