

Reader Room Policies & Information

Intuitives Interactive APRIL 2017 Holistic & Psychic Expo

Thank you for your interest in participating in our Expo! Spaces are rented on a first-come, first-served basis and are reserved only after BOTH application and payment are received. Payment will be accepted online (using debit or credit card, no PayPal account is necessary) and by check to our P.O. Box (postmark will serve as date stamp). If there is a payment or application issue, the Reader Team will contact you to attempt resolution, prior to releasing your space. The Reader Team reserves the right to limit the number and type of readers. If we cannot accommodate you, you will be notified as soon as possible and we will return your space rental fee. If the Expo is full, we can place you on our waiting list.

Refunds: A full refund of the table fee will be provided only if you cancel by the **refund deadline of Friday, March 10, 2017**. You, the reader, must notify the Reader Team of your cancellation via email to: readerteam@intuitivesinteractive.com

Acceptance: The Reader Team wishes to provide the finest services at our fair. Therefore, we like to know who our readers are. You'll be considered either if you are recommended by someone we know, otherwise you agree to be "tried out" by one of our Committee members.

Arrival: Sorry, there is no set-up the night before. **The doors to the building will open at 7:00 am for set-up on Saturday** and 9:00 am on Sunday. Please unload at the circle drive on Oakwood Street to the right (south) of the Student Center parking lot. On Saturday, there will be some carts and volunteers available to help. Go to the Reader Room to check in and get your table location and packet. **You MUST move your car to the designated parking area after unloading and BEFORE setting up! (by 9:00 am)**. Everyone should arrive in time to set up and **be ready for an opening meditation/statement of intention/prayer by 9:15 am**, before door registration opens at 9:30 am. (Door registration starts before the Expo opens, in order to have time to get visitors paid and in the door and then signing up for readings.)

Set-up: Readers must bring a timer, a card table no larger than 34"x34" and a table covering. The Expo Committee will provide 2 padded chairs without arms for each table space. Readers should also bring some type of timer to keep track of their reading length. Readers are expected to use a timer and abide by the 20-minute schedule, because you can expect that the next client is waiting! Readers who do not keep to the schedule may be interrupted by staff as a reminder to end the reading. It is important to honor the clients who are in line for you! Many readers use their cell phone timer — but please bring it fully charged, because you may not have access to an electric outlet at your space. **Please no candles, incense, sprays, or anything scented** — to respect those who have allergies or sensitivities. WHEN IN DOUBT, please ask permission from Christina DePugh, Reader Coordinator and Expo Co-Director. **NEW: Please bring EXTRA business cards** for our new Reader Promotion Table!! It will be located outside the Reader Room.

General Procedures: All reading sessions are 20 minutes for \$30, with the goal of serving two clients per hour (allowing for transition time and breaks). **Appointments are scheduled on the hour and the half hour**. Clients pay for their sessions at the Reader Appointment Table and check in at the Reading Check-in Table 10 minutes ahead of their appointment time, where they wait. When it is time for their session, they are sent or escorted to the reader's table. **Readers are paid in cash at the end of the Expo** based on the Reader Registration Sheets from the Appointment Table, compared with your Client Sign-in Sheet that readers are given to keep track of clients at their table. Also, the **Client Sign-in Sheet** is important to use at your table, because staff may need to consult it during the day, to verify the client schedule and keep everything in order! Pay-out takes place in the Reader Room after closing time on Sunday with Christina and the Expo staff.

Concierge Appointment Service: Each reader is assigned to a color-coded group. There are multiple Reader Appointment Tables, each taking payments and scheduling sessions for only a small number of readers using the color-coded system. There are also runners dedicated to each color-coded group, to help keep track of each reader's clients and waiting list. In addition, there are separate color-coded stations at the Check-in Table outside the Reader Room for each corresponding color-coded group of readers, where clients report before their session time.

Breaks: Readers either will be asked in advance or on Expo day to schedule their meal break in advance and other breaks as needed, so that clients are not scheduled during times you are away. However, **you (the reader) MUST notify your Check-in Table BEFORE leaving your table** even for a bathroom break, as well as a meal — so that we can alert the Reader Appointment Table from having clients sign up, and hold the next client until you have returned. **When you return from your break, please check in by notifying your Check-in Table.** Also, if you need to take an unscheduled quick break, please do so either after a client (in the last 10 minutes of the half hour) or, if you don't have a client scheduled, **wait until 10 minutes into the half hour to take an impromptu break**, because you may have a client scheduled at the last minute (since the sessions are 20 minutes long, there is still time for a client to be seen in the last 20 minutes of the half hour). We greatly appreciate your participation in helping the event run smoothly!

Door Prize Donation: We're asking everyone to donate a gift certificate or product to reward our volunteers. Gift certificates should be for full free offers — no coupons or discounts. Products should be brought in, instead of letting the recipient choose (because sometimes the certificates are received too late to go to your booth). We will have blank certificates at the Expo for you to fill out, or feel free to bring your own. Please go to the Volunteer Check-In Table to make your donation. Thank you very much for helping to support our hard-working volunteers!

Agreement: By applying for our Expo, **readers agree to stay until closing each day** or risk not being invited back to the next Expo. If an emergency arises, we will endeavor to accommodate.

Publicity: **Please publicize our Expo** by telling clients, friends, and family; by sharing our Facebook public event page; and by displaying our flyers in your retail shop (if applicable) or at your shows or events. **DID YOU KNOW THAT WORD OF MOUTH (referral by friend or family) IS THE NUMBER ONE WAY PEOPLE FIND OUT ABOUT THE FAIR?** The Expo Committee sends a Big Thank You for your positive intentions to make our show successful!!

Intuitives Interactive
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