



Guidance for planning and conducting VFW EXPO

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Any institute (organization/group / Sangh/ museum/ school etc), wants to organize a VFW expo, you are in the right place. This document will help you to organize the expo in an efficient manner. We have compiled instruction based on our past experiences and best practices.

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Please send an application for Request for 'Violence Free World Expo ' on their letter pad or from your email address to vfw.life@gmail.com. You can also send the image of the request to What's App number 70431 72287 OR send by postal to: VFW Parivar, 401 Shivalik V, Nr Mahalaxmi Cross Road, Paldi, Ahmedabad 380007

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There are 75 banners approximately, each 6 feet wide and 5 feet tall. So depending on the space you can request all of them of part or it (ideally 40 banners that we have shortlisted)

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Each banner comes with holding stick on top and bottom, so it won't bend (Please see the same image in next page)

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it is necessary to attach the banners with a string of steel wire, which can be easily acquired from any hardware stores (see the sample photo in the next page)

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Keep the Space of 1 ft between the banners. Ideally we shall arrange the banners in incremental order from 1,2,3.... Each flex banner will have the number on the right bottom

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Banners # 61 to 64 banners to be kept if there are the majority of the audience is expected from Jain community, else that can be skip.

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Possibly keep two blank fullscapes at the exit of expo on the table, to get visitors' opinion. And plan to send the original full scape along with the banners after the expo and institute can keep the xerox with them. Our team can provide all feedback in the digital scanned version (pdf) on request.

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After the expo is over, please return the banners to their original position as suggested by the VFW coordinator. Please fold them so that they do not wrinkle.

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If your organization/ association school likes this VFW EXPO, please send a thank you/ appreciation letter on your letterhead to the VFW so that our enthusiasm increases.

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Any suggestions are most welcome. Feel free to let us know by calling at 70431 72287 or vfw.life@gmail.com

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Suggested Timings can be kept from 6:30 pm to 10:30 pm or it can be day long depending on the venue and planning of other events.

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If required, LED halogen lights will be provided on request along with banners, which the host organization shall return along with banners

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We have also developed the video content of about 25 minutes with Hindi Subtitles. We can also provide a projector to show on white wall or white cloth-based curtain.

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Optionally Lucky draw can be planned to involve more people, where all visitors will have to fill up a small coupon (its format will be provided by us as shown in the next page and can be easily printed on A4 size regular paper. You can expect 8 to 12 coupons from one A4 size page). After the expo, 1 to 3 lucky draw winners can be offered VFW T-shirts or Silver coins by the organizers.