



# CELEBRATE BANDERA - 2015

## EVENT POLICIES

**Location Section:** \_\_\_\_\_ **Booth**

The information policy and regulations detailed in this document are established to ensure a quality event for participants and guests. In signing the agreement, you commit to comply. *Please read carefully.*

### General Information

- Event dates are Saturday September 5<sup>th</sup> and Sunday September 6<sup>th</sup>.
- Each booth must have a contact person responsible for your booth registered with the Event Coordinator. The person signing the contract is generally the contact person. This person is responsible for making sure everyone working in your booth knows Event policy.

### Setup Time

- All booths on the Court House lawn may want to set up Friday night after 5:00 p.m. or early Saturday morning beginning at 6:00 a.m. At 9:00 a.m. people will begin to arrive. We will have folks available to help unload and get things to your booth. This is a Youth Group called Young Life and they will work for tips.
- All booths must be ready to operate at 9:00 a.m. to 6:00 p.m. on Saturday and 10:00 a.m. to 5:00 p.m. on Sunday. Vehicles must be moved away from your booth and parked in designated parking area. **DO NOT** park in parking slots around the Court House. These parking areas are reserved for shoppers – Your Customers!
- We encourage you to set up on Friday after 5:00 p.m. Security will be provided Saturday night, however, you leave items in your booth at your own risk.
- Please, read your map and park in designated areas only.
- Your booth number is painted on the ground. Your booth space is outlined. Please stay in your booth space as much as possible.

***VEHICLES ARE THE SINGLE MOST DANGEROUS THING ON EVENT DAYS. THOSE WHO DISREGARD SAFETY OR HEALTH RULES WILL LOSE THEIR BOOTHS. PLEASE HELP US KEEP THE AREA SAFE FOR YOU AND YOUR VISITORS.***

### Vehicle Parking

- If you are located at the Court House, you will be parking on 11<sup>th</sup> and Cherry Streets (Bandera Middle School).
- Please **DO NOT** use any church parking lots on Sunday.
- Trailers must be moved to 11<sup>th</sup> Street.
- **DO NOT** block parking around the Court House or in front of any business;

### • SECURITY

- Security will be provided on the evening of September 5<sup>th</sup>. You leave items of value in your booth at your own risk.

**PLEASE FIND EVENT POLICIES CONTINUED ON REVERSE SIDE.**

## **TRASH**

- Trash must be kept in your booth or in a covered container behind your booth. Event trash trucks will not pick up concession trash. You must keep your area clean.
- You must take your own trash with you or place in designated dumpsters located behind the building on 12<sup>th</sup> street (see map).
- ***Do not put concession trash in cans provided for our visitors.***

## **Ice**

- The local Kiwanis Club will be selling ice for your convenience. Per State Health regulations, ice must be purchased from the contracted vendor. Ice will be sold in 20 lb. bags for \$4.00.

## **Booth Sizes / Tables / Chairs**

- Spaces are 10' x 10' unless double booths have been purchased. Type A food booth spaces are 10' x 20'.
- You must provide your own booth or tent. No tables or chairs will be provided.

## **Booth Breakdown**

- You may not close your booth or cut back on quality of service until the close of the Event.
- Booths may begin to dismantle at 5:00 p.m. on Sunday – **NOT** sooner.
- Be sure everyone knows extra safety procedures must be followed during breakdown time.

## **Assistance on Event Days**

- We try to prearrange as many details as possible before you arrive so you will know exactly what to expect and what you are to do. Sometimes things do come up and you will need help. We will have an Event Information Booth in your area staffed by Volunteers. You will find this booth noted on your enclosed map.
- Chairperson for the Court House Vendors is John Hegemier.
- Assistant chairperson is Lindsey Raab.
- Event Coordinator is Genie Strickland, cell phone 210-215-1995.

## **Electricity**

- Electricity is available only in certain areas. All electrical requirements for your booth must be arranged before August 21st.
- Use of fans in the booth is not allowed because of the large electrical requirement for the entire event. Please understand – we are all hot, but an event with no food is a dead event. Please do **NOT** plug in more items than you arranged for.

## **Drinks**

- No drinks of any kind may be sold by any vendor without prior written approval from the Event Coordinator.
- All drink sales, including water, tea, Lemonade and beer are assigned items.

## **Lodging**

- We invite you to check [www.BanderaCowboyCapital.com](http://www.BanderaCowboyCapital.com) for your Bandera lodging needs.

**For Additional Information Call (830) 796-4447**

**Or E-Mail: [coordinator@CelebrateBandera.com](mailto:coordinator@CelebrateBandera.com)**

**SEE YOU LABOR DAY WEEKEND !**