



# RIVERFEST 2010

## Event Policies

Location Section:

Booth #:

 YOUR BOOTH

 EVENT INFORMATION 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 date is Saturday June 26th, 2010.
- 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 Policies.

### SETUP TIME

- Booths must be ready to operate at 9:00 a.m. on Saturday. Vehicles must be moved away from your booth and parked in the designated parking area.
- You may set up as early as Friday, June 25th. Security **will not be** provided Friday night. You leave items in your booth at your own risk.
- Your booth number will be painted on the ground. Your booth space will be 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.***

### WRISTBANDS / PARKING

- Each booth will receive two admission wristbands. Vendors with double booths will receive four wristbands. Additional wristbands will be available prior to June 21st for half price.
- Civic organizations which utilize volunteers can call the Event Coordinator for additional wristbands at no additional cost if ordered prior to June 16th.

### SECURITY

- Security will NOT be provided on the evening of June 25th. You leave items of value in your booth at your own risk.

### 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.
- *Please, DO NOT put concession trash in cans provided for our visitors.*

Please find Event Policies continued on reverse side. . .

## ICE

- Ice will not be available for sale. Please make arrangements to provide your own ice.

## BOOTH SIZES / TABLES / CHAIRS

- Spaces are 10' x 10' unless double booths have been purchased.
- 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 6:00 p.m. on Saturday, June 26th – **NOT** sooner.
- Vehicles will **not** be allowed in gated areas until an Event official opens the gates, and then only a safe number of vehicles will be allowed at one time.
- 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 highlighted in pink on your enclosed map.

## ELECTRICITY

- Electricity is available only in certain areas. All electrical requirements for your booth must be arranged before June 13th.
- 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, soda, and beer are assigned items.

## LODGING

- Please go to [www.BanderaCowboyCapital.com](http://www.BanderaCowboyCapital.com) for information about where to stay in Bandera.

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

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

**SEE YOU JUNE 26TH!**