



RIVERFEST 2017

Event Policies

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 24th, 2017.
- 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 10:00 a.m. on Saturday. Vehicles must be moved away from your booth and parked in the designated parking area by 9:30 am.
- You may set up as early as Friday, June 23rd. The park is locked and patrolled after 4pm. 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 corners 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 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 23rd.

SECURITY

- Security will NOT be provided on the evening of June 23rd. 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 be available for sale.

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 24th – **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. If you need assistance, call

Genie Strickland at 2210-215-1995 or

Cheyenne Van Vleet 830-622-1699

ELECTRICITY

- Electricity is available only in certain areas. All electrical requirements for your booth must be arranged before June 9th.
- 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 for information about where to stay in Bandera.

For Additional Information Call (830) 796-4447

Or E-Mail: coordinator@BanderaRiverFest.com

SEE YOU JUNE 24TH!