



2016 Sponsor and Vendor Booth Set-Up Instructions

Thank you for your support of the 6th annual Bantam Jeep Heritage Festival. We are excited that you are joining us, and we look forward to seeing you very soon!

Here are details for your booth set up at Cooper's Lake Campground. The address is 205 Currie Road, Slippery Rock, PA 16057. The Cooper's phone is 724-368-8710 if you get lost. Show hours are Friday 9-4, Saturday 9-6 & Sunday 9-3.

Booth Set Up

- Set up is Thursday, June 11 between 9 a.m. and 4 p.m. and Friday, June 13 between 7 and 8 a.m.
- Thursday set up day only: All vendors should enter the Festival at the Participant Gate which is just a bit north of the vendor gate on Currie Road. This will enable us to check you in without backing up traffic on Currie. Tractor trailers ONLY may use our normal Vendor Gate entrance on Thursday. On Friday- Sunday, use the Vendor gate that is noted on your map.
- If you are bringing a semi, we encourage you to arrive on Wednesday because it will be easier to navigate in the vendor area. Early arrival is only offered to semi trucks.
- If you require electric and you paid for it during your registration, please bring additional extension cords and power strips. We will be grouping vendors together who require electric but the power supply may be a distance away.
- When you reach our check-in tent, a volunteer will give you your wristbands and vendor mirror tag which will give you access for the weekend. Then you will be taken to your booth location. Booth locations are final.
- Up to eight vendor wristbands will be provided for merchandise vendor staff for the weekend. Flea market/military relics vendors will receive two wristbands. Wristbands must be worn all three days to obtain access through the vendor gate. Every passenger must have a wristband to enter.
- A limited number of vendor mirror tags will be provided to each vendor for staff vehicles. Only vehicles with a mirror tag will be permitted to enter the Vendor Gate. The tag is non-transferable. Your license plate number will be written on the mirror tag and checked each time you enter. Other staff can park in the Volunteer or Spectator parking areas.
- A parking area has been designated for your trailers and vehicles that are not part of your display in the Vendor/Sponsor parking area, but a mirror tag is required to access this area. The area is behind the history exhibit building. There is also trailer parking at the Main Festival entrance.
- If you rented tents, tables or chairs, your supplier may set up those items for you on Wednesday, June 12 between 9 a.m. and 4 p.m. or also on Thursday between 9 a.m. and 4 p.m.

- If you choose to display a “stunt” in your booth with your Jeeps (one Jeep resting on another’s tire, etc.), this can only be done during set up hours and you must make sure all pedestrians are away from your space until the Jeep is in its final location and the driver has exited the Jeep.

General Information

- 24-hour security will be on-site beginning at 7 a.m. on Thursday. Festival gates will be locked during the night to secure the Festival.
- After 9 a.m. each day, no vehicles will be permitted to move in the vendor area until closing time.
- All booths should be open and ready to greet attendees when the gates open at 9 a.m. and **must remain open until closing time each day.**
- If you registered a Jeep to participate in the Jeep Invasion on Friday night, you will receive the dash sign required for entry when you check-in for your booth space. Parking for the Invasion begins at 5 p.m., one hour after the show ends on Friday.
- On Sunday, we have advertised that the show will be open until 3 p.m. Please refrain from tearing down your booth until 3 so that those who have paid admission can visit you. You will NOT be permitted to pull out of your space until 3 p.m. due to the safety of our spectators. Failure to abide by this rule will impact your booth location in the future.
- You must exit the Festival on Sunday evening unless other arrangements have been approved.
- When cleaning up, please take your trash to the nearest garbage can to assist us with clean up. If you have large amounts of trash, please take it directly to the dumpster behind the food vendor booths. Please remember that our volunteers have to clean up the facility so please make clean up easier on everyone by properly disposing of your own trash. We are all exhausted by the end of the show and we are all volunteering to make this event great!!! Help reduce the amount of work we need to do by doing your part.
- The Festival is not able to provide any change. You must be prepared by coming to the Festival with enough cash for the weekend.

Vendor Rules and Regulations

As a reminder, when you registered to be part of this event, you agreed to the following Festival rules which will be enforced.

- Vendors must remain open throughout ALL Festival hours and must have their booth open all three days. Vendors may not tear down and leave early. Failure to comply may jeopardize future participation in the event.
- Once vendor booths are set up on Thursday or Friday morning at Coopers Lake, they may not be taken down until the Festival closes Sunday at 3 p.m.
- If you want to park a vehicle at your booth, your space must be large enough to accommodate it.
- Vehicles may not move throughout the vendor area during Festival hours, except for How-To Clinics where they must be personally escorted by a vendor manager.
- All vendor booths must be properly anchored in case of high winds or storms. If you have a smaller canopy (10x10, 20x10, etc.) please lower it before you leave for the day and remove the fabric covering during the night. This will help reduce the chance that your canopy does not blow away during a storm and damage someone else’s vehicles or booth.
- Vendors are not permitted to prepare food in their booth to give away to attendees. Bottled water, pre-packaged snacks and popcorn machines are permitted.
- Signs may only be displayed in your own booth space

- For tractor trailers – we cannot guarantee access to your rear ramp after set up because other booths will be adjacent.
- The Jeep Parade/ Invasion is not a direct selling opportunity, and vendors are strictly prohibited from selling merchandise at any location near designated Jeep parking areas during the Jeep Invasion. Vendors may hand out printed sales literature from their registered Invasion Jeep only.
- Tables and pop-up tents are prohibited at the Jeep Parade/Invasion. The only exceptions to this are the companies that are sponsoring the Jeep Parade/Jeep Invasion.
- One tall sail banner is permitted per Jeep as long as it is positioned immediately beside the Jeep.

Electric

- An extra fee will be charged for those who need electric (except sponsors). Electric is provided ONLY to run lights, computers, music, etc. and may ONLY be used during Festival hours (food vendors are the only exception). It is not available for after-hours personal use such as air conditioners, etc. Those who need that type of service must bring their own generators. Whisper-quiet generators are required. Connection to any utilities provided by the Festival is at user's own risk.
- Anyone in violation of these rules will be required to disconnect and find their own power source and fuel.
- The Campground's electrician knows who purchased electric. If you did not request electric and you are using it, the credit card used to purchase your booth space will be charged. (except Sponsors)

Important Rules about Display Jeeps

The safety of our attendees is top priority. Jeeps WILL NOT be permitted to drive around inside the Festival gates during show hours. If you plan to leave the Festival grounds during show hours, your vehicle must be parked in the Sponsor/Vendor parking area and **not at your booth**. The only exception to this rule is for Jeeps that will be used as part of a How-To Clinic demonstration. Those Jeeps will be moved to the tent only with an escort.

Raffle Items

Thank you in advance for contributing your valuable merchandise and gift cards to our raffle, which is a highlight for the attendees and an important aspect of the Festival's ability to support local non-profit organizations. A raffle volunteer will stop by your booth to pick up your raffle item(s) on Thursday afternoon and/or Friday morning. We are preparing a Chinese auction format so we need your items as soon as possible on Thursday to organize them. If you are able to bring your items to the raffle tent (close to the food pavilion - see map) as soon as you arrive, that will help us tremendously. We will be attaching your logo to the items you donate to give you recognition for your contributions.

Customer Deliveries

If a customer has purchased a large item, we will assist with the delivery of that item to your customer's vehicle using a golf cart. **Our volunteers will not help move the item.** They are there to help transport it as a service to you. They will do their best to assist you within 30 minutes of your request based on other commitments they have at that time. Please call our vendor managers for assistance and they will help locate an available cart to assist you.

Great Pig Out/Bantam Breakfast

If you purchased Great Pig Out tickets, the meal will be served between 5:30 and 7:30 p.m. on Saturday night. We will have a guest list at the buffet entrance and your name will be checked off of the list. Tickets will not be distributed. The Bantam breakfast will be held on Sunday between 7:30 and 9 a.m. Procedures outlined above will also be used for this meal. If you didn't purchase your tickets yet, they can be purchased in the online store at www.bantamjeepfestival.com until Sunday, June 5.

Map/Schedule

Our vendor area has greatly expanded this year! The Festival map and schedule are attached to this email. The Invasion map is also attached. You can find them on our website in the Info section as well.

Wifi

The password for the Events wifi is: tjsrock2016

Contacts

Vendor Managers:

Mark Lebda: 724-777-3746 (not available Saturday)

Samantha Henderson: 740-803-7264

Festival Director: Patti Jo Lambert: 724-561-4188

Prior to the event, please call our office at 724/256-4050 or email info@bantam.org. Have a safe trip!