



2018 Vendor Fair ~Rules~

Thank you for registering for the Big Lake Vendor Fair, to be held on Sunday, March 4th, 2018 at the Big Lake High School!

The set-up days for the Event will be Saturday, March 3rd, from 3-4:30 pm and Sunday, March 4th, from 9-10:30 am

Your booth is 8' x 10', draped, fully carpeted, with an 8' draped table and two chairs. If you have paid for an additional table or requested an optional identification sign, it will be included. Identification signs are white with plain black letters. You may bring your own sign(s). Back draping is 8' high, sides are 3' high.

Please keep the following rules in mind when planning, setting up, and operating your booth at the Event:

- You will receive an email with your booth number and location late in the week of the event. Due to changes at the last minute, booth numbers will not be given out until then.
- Exhibitor parking during the Event is in the back half of the High School parking lot only. Loading and unloading during set up can be done at the main doors **OR** at the loading dock behind the school for large items. Please avoid blocking the fire lane. During the Event, the front parking lot is for visitors only.
- We cannot allow any gum, food, helium balloons or stickers in the gym area. Please respect this rule. However, you are allowed to give out pre-wrapped candy at your booth for visitors to include in their bags, and you may decorate your booth with non-helium balloons.
- If you have requested electricity, we have reserved your booth as close to an electrical outlet as possible and one outlet will be available for your use. **You will need to provide your own extension cords. Please bring several.** Electricity for your booth is not guaranteed unless you reserve and pay for it.
- Exhibitors will have badges (one per booth) to identify them as Event participants. These badges can be used at the food court, if you wish, as a "fast pass" to bypass lines and minimize time away from your booth. They can be picked up at the Chamber info table before the Event begins. Please return badges to the Chamber table at the end of the Event. We realize this is an inconvenience; however, it is the only feasible way to handle the situation. We do not have enough volunteers, nor do the food vendors have extra people working to set up a separate vendor food area. If you are not comfortable with going to the front of the line, please eat something before the Event begins or wait in the line with the visitors! **Food vendors;** please watch for these badges and serve participants as quickly as possible.

- The doors will be open to the public from 11 am to 2 pm Sunday. **Doors will open for exhibitors at 9:00 am (NO EARLIER).** Please be set up fully by 10:45 am and be in your booth at least 10 minutes prior to the Event opening at 11 am. **We ask that you do not start tearing down your booth until after 2 pm.**
- We will have an announcer during the event on Sunday to announce the entertainment, etc. If you would like an announcement made for your booth, please bring the written information to the announcer (located at the entrance to the gym) and speak directly to him about it. He can announce items you are featuring, special activities/contests, or drawing results. It is nice to do some drawings during the Event, when more people are present, instead of all at the end.
- Only the registered company (one per booth) can occupy the booth space. All booths must be staffed during show hours.
- All businesses must be conducted within your booth. Solicitation or distribution of literature outside vendor booths or by non-registered organizations or individuals is prohibited. If you see any unauthorized solicitation, please report it to a member of the Vendor Fair Committee or the BLCC booth as soon as possible.
- Sales of new, pre-packaged items will be allowed. PLEASE NOTE: No sales allowed in the food court and no food samples allowed in the gymnasium.
- After the Event, all trash, wrapping, boxes, packing materials, etc., must be removed from the gymnasium. Any vendors leaving materials behind will be charged for their removal and disposal.
- **Please be respectful of the other exhibitors in your vicinity. Displays must be completely contained within your booth space, and may not interfere with other booths (visibility, high volume/noise level, traffic flow, etc.).**

If you have any questions, please contact the Chamber office at 763-263-7800 or email at info@biglakechamber.com. We hope this will be a very successful Event for everyone!

Sincerely,

The Big Lake Chamber of Commerce