

**GOOD SHEPHERD MANOR
FALL FESTIVAL VENDOR GUIDELINES
SATURDAY, SEPTEMBER 17, 2011
10:00 A.M. - 6:00 P.M.**

Arrival and Departure Guidelines:

- Vendor set up is between the hours of 7:00 a.m. and 9:30 a.m. on the Festival day. Structures may be set up on Friday, September 16. Please note that there is not overnight security provided. We have, though, been holding a festival for 19 years and set up begins early in the week without incident. Please contact Amy Carmack before September 15 if you would like to set up your structure on Friday, September 16. (815) 472-3700 Ext. 332
- Vendors arriving after 9:30 a.m. Festival day will be turned away without refund.
- All vendors are required to remain at the show until closing. We have advertised the specific hours of the festival, and it would not be professional or fair to patrons to start to breakdown before the closing time.
- Failure to appear or early withdrawal from the festival will jeopardize participation in future Festivals.
- Removal of all items must be accomplished after shut down of the Festival. Vehicles are not allowed on the grounds until the event is over. If you need additional time for removal of your items, please contact Amy Carmack. We appreciate your cooperation and hope you actually sell out...less to take back!!!

Traffic Control Plan

- Enter the Manor grounds as directed on the enclosed map.
- Stop at the Vendor Check in booth where you will be directed to your space.
- Locate your space, it will be marked with a two-sided staked sign that we will collect from you during the day.
- Unload your wares.
- Move your vehicle as soon as possible to the designated vendor parking area. All vehicles must be removed from the Festival grounds by 9:30 a.m.
- Set up your display. If you need to replenish your items during the event, you must walk items in. No vehicles are allowed on the grounds during the event.

Money Exchange

You should plan to have start up cash on hand for patrons requiring change when making purchases. Should you run short of small bills, we would be happy to help in \$20 increments. We will provide 20 dollars worth of one dollar bills in exchange for a twenty dollar bill only. We will not be able to provide coinage. Please do not approach the ticket booths for money exchange as they need to be free to sell tickets quickly to minimize the time our patrons stand in line. Money can be exchanged by coming to the Volunteer Check In booth on the east side of the grounds. (Note it's location on the enclosed map.) This cash exchange is only meant to help in case you run short during the Festival.

Trash

- You are responsible for your own trash removal. Vendors are responsible for providing their own trash receptacles/bags.
- There will be dumpsters located on the festival layout for vendors to dispose of their trash. Please **DO NOT** use the receptacles on the grounds meant for our patrons. We have a garbage removal system, but the grounds are large and receptacles can easily become full.

Inclement Weather

There will be **NO REFUNDS** for rain. A great deal of time and expense is put into the Fall Festival over the course of a year, therefore, it is our policy not to cancel for bad weather. Vendors are responsible for providing their own protection from inclement weather. A one hour wait period will occur before calling the status of the festival. After that period, if the festival is cancelled, a staff person will notify participants. Only then will vehicles be allowed back onto the festival grounds.

Security

Security officers are on hand through out the Festival. If you have need of their services, please come to the Volunteer Check In booth. Security will be radioed for assistance. If you have a concern regarding the Festival itself or cannot leave your booth, Amy Carmack can be contacted during the Festival on her cell (815) 715-7635. This number is for emergency purposes only during the Festival. Again, we thank you for participating and hope you have an enjoyable and profitable day!