



MARCH 17-18, 2018

# VENDOR PACKET

**March 17-18, 2018**

Dripping Springs Ranch Park & Event Center  
1042 Event Center Drive  
Dripping Springs, Texas 78620

Welcome to the 2018 Home and Garden Show. A list of vendors and booth assignments is attached to this packet.

Vendors have two options for set up: Thursday, March 15, from 5 pm until 7 pm **or** Friday, March 16, from 5 pm until 7 pm. We encourage all vendors to set up on Thursday. The building will be locked up and secured outside of set up and show times. All vendors are asked to Park on the North side of the Event Center during the show. This will allow the general public to park near the entrance.

Each vendor will be allowed a pass for two people to man the booth. If a vendor needs more than two people, any additional persons will be required to pay the \$5.00 entry fee per day. Please provide the names of the two people attending the booth on the attached form.

If you are providing a door prize and have not told us what it will be or its value, we need to know all of that ahead of show time. A list of current door prizes is attached.

For questions or support contact:

**Ashley Tullis**  
Home and Garden Show Chair  
Rotary Club of Dripping Springs

C:512.716.9193

E: [ashleytullis@gmail.com](mailto:ashleytullis@gmail.com)

## 2018 Event Details

### Set Up (two available times)

Thursday, March 15 from 5 pm – 7 pm

Friday, March 16 from 5 pm – 7 pm

### Show Times

Saturday, March 17

10:00 am until 5:00 pm

Sunday, March 18

10:00 am until 3:00 pm

### Parking

Free to Public

### Admission

\$5.00 for a two-day pass





# Show Dates & Set-Up/Tear Down Times

Please share this information with everyone who will be working at your booth

## PARKING

Free parking is available to all exhibitors and their staff on the NORTH side of the Event Center.

*The East and South parking lots are reserved for customers.*

### Please note:

It is the Rotary Club's intention to be fair and accommodating to everyone; the safety of people and property will be our priority. **We will have an information booth at the entrance if you need some direction for the moving in of your displays. We will also have volunteers available to assist at your direction.**

## SHOW HOURS

Saturday, March 17 10 AM - 5 PM  
Sunday, March 18 10 AM - 3 PM

## MOVE-IN

### EXHIBITORS

- **Thursday, March 15** 5 PM-7 PM
- **Friday, March 16** 5 PM-7 PM

Please be courteous and considerate of other vendors as they try to unload their vehicles as well.

We will not have pipe and drape. Each vendor/exhibitor is responsible for their booth space.

*Exhibitors must have checked into their booths by 5 PM on Friday, March 16.*

Due to limited access to unload for set-up, please be patient and wait your turn to enter building. When you are in the loading dock, please unload quickly and carefully then move your vehicle so the next exhibitor can do the same. **We suggest that you bring your own push carts and dollies for moving large/heavy items.** Please use extra care during move-in and move-out so as not to damage the facility in any way.

*Booths must be staffed during the hours open to the public.*

## MOVE-OUT

Sunday, March 18 3 PM – 5 PM  
*Unless you have special permission for a later date and time.*

*Booth spaces must be paid in full prior to setup.*

If you have an outstanding balance on your booth space, **your company will not be able to set up**. If you have questions regarding your balance, contact Ashley at 512.716.9193.

*Move-in for trucks, trailers, carts, dollies and pallet jacks is through overhead doors only.*

*Please do not attempt to set up before Thursday, March 15 at 5PM as the floor will not be laid out for your booth. **NO EXCEPTIONS!***

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## General Show Information

### Hold Harmless Agreement

No exhibit can be moved in without this form completed. See this Vendor Packet.

### What's Included in Booth Package?

- 10 x 10 Space
- Lunch for two exhibitors per booth provided on Saturday and Sunday
- Marketing for your business before and during the show

### Use of Display Space

1. In the event an exhibitor fails to set up their display within the set-up time allowed, the Rotary Club shall have the right to take possession of said space and resell same, or any part thereof. All fees and deposits will be forfeited as of Monday, March 12, 2018.
2. All demonstrations, promotional materials, and sales activities must be confined to the limits of the exhibitor's booth.
3. Exhibits that include the operation of musical equipment, radios, videos, sound motion pictures, or any noise making devices must be operated so that the sound will not annoy or disturb adjacent exhibitors.
4. No exhibit may extend beyond your designated booth space unless you have formally requested a variance from Rotary that has been approved in writing.
5. Be sure that you are familiar with all terms and conditions that were printed on your contract.
6. Absolutely no use of propane or butane will be permitted as fuel or heat source. Any equipment containing gas tanks must contain no more than one-quarter of a tank. No propane or butane is allowed on premises without prior written permission.
7. Helium balloons must be tied down. Balloons may not be handed out to the public.
8. Displays must be arranged not to obstruct general view or conceal other exhibits or exit signs.
9. Dripping Springs Rotary reserves the right to move any exhibitor to accommodate the floorplan of the show.