

EVENT CHECK-IN

- ✓ Check-In Time: Begins at 7 am on the day of the event.
- ✓ Booth Set-Up Deadline: Please ensure your booth is fully set up by 9:30 am.
- ✓ Additional Set-Up Time: If you require more time, kindly notify us at least one week in advance by emailing BFPecanFarm@gmail.com. We will do our best to accommodate your needs.

On the event day, vendors will receive a check-in packet containing wristbands and/or lanyards along with other important information. Please make sure to wear the provided wristband or lanyard throughout the event, as this will help our staff identify you as a vendor.

This is a family-friendly event, and we encourage you to bring your children. However, for their safety, children must remain with an adult at all times.

EVENT HOURS

The event will take place on Saturday, October 19, 2024, from 10:00 am to 4:00 pm. These hours are specifically advertised for vendors, so please be prepared to set up before the event begins and remain until it concludes at 4:00 pm. Early departure is not permitted and may result in the forfeiture of your reservation for future events. However, exceptions may be made in cases of emergency, at the discretion of event management.

PARKING/TRAFFIC CONTROL

Please note that our orchard is equipped with above-ground sprinklers next to every tree. We kindly ask that you follow all parking directives to ensure a safe and enjoyable event for everyone.

- ✓ Unloading: Vehicles may be parked close to your booth area for unloading purposes but must be moved to the designated Vendor parking area by 9:00 am.
- ✓ Parking Restrictions: Please do not remove any tape or bypass any barriers.
- ✓ Parking Permit: A parking permit will be included in your check-in packet. Please place it on your vehicle's mirror.
- ✓ Vendor Parking: Once you are ready to move your vehicle, one of our staff members will direct you to the Vendor parking area.

BOOTH APPEARANCE

We encourage vendors to keep their booth displays as neat and organized as possible. As this is an outdoor event, you may want to bring a canopy to provide protection from the elements, though it is not required. If you do use a canopy, please ensure it is securely anchored with stakes or weights.

CLOTHING

We encourage vendors selling clothing to provide a dressing room within their booth for customers. Vendors will not be permitted to direct customers to the restrooms to try on clothing.

PROHIBITED MERCHANDISE

Merchandise or literature containing profanity, obscenities, pro-drug paraphernalia, or any art featuring nudity will not be permitted. Alcohol or related products are also not acceptable. However, alcohol bottles, with or without labels, are allowed if used solely for decorative purposes.

EQUIPMENT AND MUSIC

- **Power Tools:** Electric saws and power tools must be approved by event management before setup. Power tools that generate excessive dust or noise must be enclosed within cabinets.
- **Music:** Music played in a vendor's area should not be audible in surrounding booths unless specifically approved by event management.
- **Demonstration Equipment:** Any equipment used for demonstrations must be approved by event management before the event and should not disturb surrounding vendors.

Final discretion on all matters rests with event management.

FIRE PREVENTION

As Buchanan Family Pecan Farm is an agricultural property, smoking is **STRICTLY PROHIBITED** on all properties of the farm and the adjacent lands. Additionally, the burning of candles or any open flames is not allowed.

BOOTH SPACE ASSIGNMENT

Booth spaces will be assigned on a first-come, first-served basis, determined by category and availability. Weather and harvesting conditions may also influence where vendor locations are assigned, but we will work hard to ensure everyone is represented fairly.

If you wish to request a specific booth location after participating in your first event, you must submit your request on the provided form along with your application for the following event. When assigning booths, we take into consideration factors such as category, booth size, seniority, date received, and availability. However, we do not guarantee that your request will be fulfilled.

BOOTH SHARING

Booth spaces are quite large, and we allow vendors to share a space (2 per space) if they wish to pair up with another vendor. Each business must be independently owned, and the vendor fee for each business must be paid separately.

If you would like to share a booth space, please indicate this on your application so we can accommodate your request and place you accordingly.

TABLES AND CHAIRS

Tables and chairs need to be reserved at the time of submitting your application. There is a \$10 fee per table and a \$5 fee per chair. Since we rent these items rather than own them, we need to know in advance if you require any for set-up.

FOOD POLICY

Concession-type food booths are not permitted without explicit written permission. All food items must be pre-packaged and properly labeled.

PET POLICY

Pets or animals are not allowed, except for service animals. Under the ADA, service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or if the individual's disability prevents their use. In such cases, the individual must maintain control of the animal through voice, signal, or other effective means.

ELECTRICITY

Electricity will not be available to vendors unless it has been approved in advance. We have a limited amount of electricity, which will be allocated primarily for concessions and bounce houses.

Generators are welcome. Please inform us in advance if you plan to use one so we can accommodate your placement accordingly.

EVENT MANAGEMENT RIGHTS

Please carefully read the Liability Statement included in the contract before signing. Event management reserves the right to enforce and interpret all Rules and Guidelines and to make final judgments as needed, without exception. Participating vendors agree to comply with all event policies, rules, guidelines, and terms and conditions as outlined here and in the contract.

CONTACT

For questions and concerns please contact us at BFPecanFarm@gmail.com or call Shari at 405.761.2327 or Stephanie at 214.284.5466