

# 9<sup>th</sup> ANNUAL KIDS APPRECIATION DAY VENDORS AND PARTICIPANTS INSTRUCTIONS

Thank you for taking part in the 9<sup>th</sup> Annual Kids Appreciation Day in Holly Springs. Below are instructions on how we can make this day a fun day for you and for the kids and their families. This event can become hectic, but if we follow the rules all will have a great time.

**EVENT COORDINATOR: Erica Bailey (910-539-8335)**

**Fax: 919-552-8425**

INFORMATION CENTER/FIRST AID/ FOR THE EVENT WILL BE THE REGISTRATION TABLE

EVENT DATE: Saturday, May 14, 2011

EVENT HOURS: 2:00 – 4:30 p.m.

EVENT SET UP: begins at 11:00 a.m.

**All vendors must be completely set up and all vehicles removed from site no later than 1:30 p.m.**

**BOOTHS CAN BEGIN CLOSING DOWN AT 4:30 P.M.**

**RIDES WILL STAY OPEN UNTIL 5:00 P.M.**

Vendors are responsible for clean up of their areas.

**All vendors must be off site no later than 5:30 p.m.**

**STAGE PROGRAM BEGINS AROUND 3:00 P.M.**

**ALL VENDOR BOOTHS AND RIDES WILL CLOSE DOWN BRIEFLY FOR THE PROGRAM**

- **All vendors and program participants must check in with registration table** (on right side of band shelter) for assigned setup areas and instructions.
- **Please verify with Event Coordinator relative to power needs no later than Thursday, May 12 at 5 P.M. All power cords must be covered to prevent tripping hazard.**
- **Vendors must supply their own tables, chairs, equipment and tents/canopies.**
- Kiwanis Club or the Town of Holly Springs is not responsible for any damage, loss of property, etc. In other words, you need to secure your own area. **If you need assistance the police and fire departments will be there. Go to Registration Desk for assistance.**
- **If you are giving out candy or drinks, only manufacturer sealed candy, can or bottle drinks can be given out.**
- No cash sales or money will be handled anywhere except at the Kiwanis registration booth.
- **Tickets are required for rides, Pizza, Kiwanis Goody Bags, Snow Balls, and Kiwanis Drink booths. This requirement is not for all vendors—only the above specified vendors.** If you want to have a ticket requirement, please let the event coordinator know by Thursday, May 12. It is a control feature.
- All children will have a wrist band if they have registered and received basic packet of free tickets that enable them to enjoy KA Day. If your booth requires a ticket and an attendee does not have a ticket then you must send the attendee back to the Registration Booth (they probably used up their free tickets or have lost them). **If kids want additional tickets they will have to buy them – see below ticket costs. Adults will need to buy tickets for food items—their ticket will be a different color than a child’s tickets. (Snow Balls - \$2/ticket, Kiwanis Food or Drink Items - \$1/ticket, Raffle-\$1) Tickets are only sold at the Registration Booth**
- **Useful supplies to have are scissors, bungee cords, and duct tape. All vendors are responsible to bring their own supplies and equipment to operate their booth area.**

If you have any further questions, please call Erica Bailey (910-539-8335/phone) or call KA Day Site Coordinator, Joe Lofaro at 919-457-8487

**HAVE FUN AND THANKS FOR ALL YOU DO FOR THE KIDS OF HOLLY SPRINGS!!!**