



Sponsor & Business Vendor Booth Information 2019

Thank you so much for your support of the Lake Wales Museum's Pioneer Days Festival. As a benefit of your support, you're invited to showcase your business at the festival. All business partners, sponsors and media partners will be assigned a 10' x 10' booth space in a prominent location at the festival. Please review the following information about booth set-up. **Please keep for your records and return a copy to Jennifer D'hollander via email at jdollander@lakewalesfl.gov.** Thank you.

Rules & Guidelines Booths:

- ❖ The festival is from 9 a.m. to 5 p.m. on Saturday & Sunday, October 26 & 27, 2019. We expect 8,000 - 10,000 people throughout the weekend, with the most visitors on Saturday.
- ❖ Business partner, sponsor and media partner booths include the use of a 10' x 10' reserved space.
- ❖ The festival will provide one 8' table and 2 chairs for your booth. If you need a tent or additional tables and chairs, please let us know.
- ❖ During the festival we encourage our sponsors to bring free literature to hand out, special materials, giveaways, drawing prizes, mascot and/or demonstration items for your booth. The sale of merchandise is not allowed.
- ❖ Pioneer Days Festival will provide your group with a complimentary lunch each day. Lunch and snacks will be available in the vendor hospitality tent throughout the festival.
- ❖ Vendors may set-up their booth anytime between 10 AM – 5 PM on Friday, October 25, 2019, or between 6 – 9 AM on Saturday, October 26, 2019. ***It is highly recommended and encouraged for vendors to set up on Friday. The Lake Wailes Park will be monitored by security at night throughout the weekend.***
- ❖ Vendors must be open by 9 AM on Saturday, October 26, 2019, and remain open for the entire duration of the festival. Early breakdown is NOT permitted.
- ❖ Vendors must be in the main gate by 8 a.m. on Saturday, October 26, 2019, and move ALL vehicles to the vendor parking area by 8:30 AM.
- ❖ If you have questions about the space set up or have special items like cars, mascot or any other special requests, please contact Jennifer D'hollander at 863.676.1759 or jdollander@lakewalesfl.gov to make arrangements.
- ❖ All vendors are subject to the approval of the Pioneer Days Committee.
- ❖ Vendors are required to be present throughout the duration of the festival.
- ❖ No smoking is allowed around vendor exhibit spaces.
- ❖ Electricity is NOT available.
- ❖ The event is rain or shine.

- ❖ All vendors are responsible for the removal of all vendor materials and equipment on Sunday, October 27, 2019 from 5 – 8 p.m. Any vendor materials and equipment left at your booth will be disposed of the next day.
- ❖ For a list of local accommodations, please see the enclosed Lake Wales Museum Preferred Hotel Listing or contact the Lake Wales Chamber of Commerce at 863.676.3445 or www.lakewaleschamber.com.

Hold Harmless: The City of Lake Wales, its agents, and its employees, and the Lake Wales Museum and its representatives release it/themselves of responsibility for damage, loss, or injury incurred in relation to this event.

I agree to Pioneer Days Business & Sponsor Vendor Rules & Guidelines

Signature of Contact Person _____

Tents

Do you need a tent for your booth? YES NO

Booth Description

Briefly describe what you will bring to your booth, hand out, display, etc.

Booth Contacts

Please list all booth contacts for the organization. (If you need more space please attach a separate sheet)

1. Name _____
Title _____
2. Name _____
Title _____
3. Name _____
Title _____