



Saturday, April 15, 2017

Noon-5 pm

Nathan Benderson Park

5851 Nathan Benderson Circle. Sarasota. FL

Vendor Information

Vendor Responsibilities:

- Vendors are responsible for providing all equipment, tents, tables, electricity, generators, and branded signage etc. for the booth.
- All Vendors may hand out promotional items or offer other items for sale at their booth.

Food Vendor Responsibilities:

- Food vendors are expected to provide a minimum of 500 samples of their featured food and may sell additional food or promotional items at their booth. While we realize you may eventually run out of your samples, we encourage you to bring as many samples as possible to last through the entire event.

Beer Sampling Booth Responsibilities:

- Beer sampling booths will be supplied a description of the beers they will be sampling from Gold Coast Eagle and will be asked to tell attendees about the beer they are sampling.
- Sample pours should be approximately 2 oz. (**anything over 3.5 oz. pour may result in a violation from the Division of Alcoholic Beverages & Tobacco**) Each vendor will have 3 cases of each beer they will be serving (usually 2-3 brands).
- Ice will be provided by a My Hometown Fest volunteer at no charge to the Vendor throughout the day to keep the craft beer cold.
- We recommend that you only supply one sample per person per brand being served.

Booth Set up and Tear down:

- **Friday, April 14th** Early set up is available from 4:00 – 7:00 p.m.. Please notify Tim Self if you wish to set up early at (941) 993-9036
- **Saturday, April 15th 8:30: a.m. – 10:30 a.m.** – All Vendors should arrive within this time frame to set up their booth. Your assigned area will be given to you upon arrival and will be clearly marked with flags on the event area. A My Hometown Fest volunteer will be present to assist you in locating your booth and assisting in set up if needed.
- 11:00 a.m. – all non-essential vehicles must be moved to the designated vendor parking area.
- 11:30 a.m. – Vendors should be set up and ready to go
- Noon – Gates Open
- 5:00 p.m. – Gates Close
- 5:01 p.m. – Dismantling booths may begin. Please do not begin dismantlement before 5:00 p.m.
- 5:15 p.m. – Or as soon as general public has vacated the area, vehicles may be brought on to the venue to pull away booths. Food Trucks should remain in position until this time or until a My Hometown Volunteer has given permission for the vehicle to leave the venue area.

ATM on Site

- We recommend all your transactions be CASH transactions. We will have a mobile ATM on site but suggest that you bring your own cash box. The ATM location will be adjacent to the front entrance of the venue.
- If possible, we suggest making all sales round off to an even dollar amount so there is no need for coin currency.
- If you need additional paper currency change at any point during the day, contact a My Hometown Fest volunteer and they can help facilitate your request
- Cellular service may be available but is not reliable and we don't recommend it for credit card purchases.

Beverage Sales – Sertoma Club of Sarasota

- Several draft beers for sale for \$5.
- Water bottles will be provided at no cost
- Soft drink products available for sell.
- You do NOT need to bring drinks for sale at your booth.

Parking

- All parking will be provided at NO charge to all vendors
- Parking for attendees is \$5.
- Parking vendors will be on hand before, during and after the event to direct traffic.
- There will be a designated vendor parking area. You will be directed where to park after you have delivered your booth materials based on your location within the venue.

On Site Security

- Onsite Security Services will be provided by My Hometown Fest. Some, but not all will be armed. They will be in uniform and should be visible at all times. Sarasota Sheriff will also have personnel on site.

Restroom Facilities

- Restroom facilities are being provided at the north end of the venue.

Trash Service

- 2 dozen large trash containers will be supplied by My Hometown Fest at various locations throughout the venue and will be routinely emptied throughout the day.

On Site Communication

- Several of the My Hometown Fest Volunteers will be carrying Walkie Talkies and can convey messages quickly throughout the venue.

Medical Emergency

We certainly don't anticipate the need for medical services, but should there be any need, please contact either security or a My Hometown Fest immediately.