



Saturday, March 3rd, 2018

Noon - 4 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 their booths.
- All Vendors may hand out promotional items or offer other items for free or sale at their booth.

Food Vendor Responsibilities:

- Food vendors are expected to provide a MINIMUM of 500-750 bite-sized samples of their featured food and may sell additional food or promotional items at their booth.
- Remember that samples do not have to be large. It is better to have smaller, bite-sized portions that last throughout the entire event than to run out of food early because your portion sizes were too large.

Beer Sampling Booth Responsibilities:

- My Hometown Fest will provide every craft beer station a sign stating they are a craft beer serving station.
- 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 2.5 oz – this amount will be marked on the commemorative sampling cups provided for the event. **Anything over 3.5 oz. may result in a violation from the Division of Alcoholic Beverages & Tobacco!** Each beer sampling vendor will have 3 cases of each beer that they will be serving (usually 2-3 brands).
- Ice will be provided by a My Hometown Fest volunteer at no charge to vendors throughout the day in order to keep the craft beer cold. If you need more ice or craft beers at your station, please let our staff know.
- We recommend that you only supply one sample per person per brand being served.

Booth Set up and Tear down:

- **Friday, March 2nd:** Early set up is available from 2PM – 6PM. Please notify Tim Self if you wish to set up at this time by calling (941) 993-9036.
- **Saturday, March 3rd 8:30AM – 10:30AM** – 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 in 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 AM – All non-essential vehicles must be moved to the designated vendor parking area.
- 11:30 AM – Vendors should be set up and ready to go
- Noon – Gates Open
- 4:00 PM – Gates Close
- AFTER 4:00 PM – Dismantling booths may begin. Please do not begin dismantling your booth before 4:00 PM!
- 4:15 PM – Or as soon as the general public has vacated the event area, vendor vehicles may be brought onto the venue grounds for loading and exit.

Vendor Banners & Signage

- Vendors should bring their own branded banners and signs and may display them in their designated area.

ATM on Site

- We recommend all your transactions be **CASH** transactions. We will have a mobile ATM provided by Achieva Credit Union 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.
- 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

- You do NOT need to bring drinks for sale at your booth.
- In addition to craft beer samples, several draft beers will be for sale during the event for \$5.
- Water will be provided throughout the event at no cost, courtesy of Berlin Patten Ebling Law Firm and Wagner Realty.
- Soft drinks will be available for purchase during the event at designated locations.

Parking

- All parking will be provided at NO charge to vendors arriving BEFORE 11:00 AM. Vendors and their staff who arrive after 11:00 AM are subject to the \$5/vehicle parking fee charged by Nathan Benderson Park.
- Parking for all event attendees is \$5/vehicle.
- 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. The Sarasota Sheriff's Department will also have personnel on site.

Restroom Facilities

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

Trash Service

- 24 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 My Hometown Fest Volunteers will be carrying portable radios and can convey messages quickly throughout the venue.

Medical Emergency

- In the event that you or someone at your booth needs medical attention, please contact either security or a My Hometown Fest immediately.

Thanks again for participating in this wonderful event and for supporting the work of Sertoma Club of Greater Sarasota and our Sertoma Kids Clinic!

It is going to be a great time!