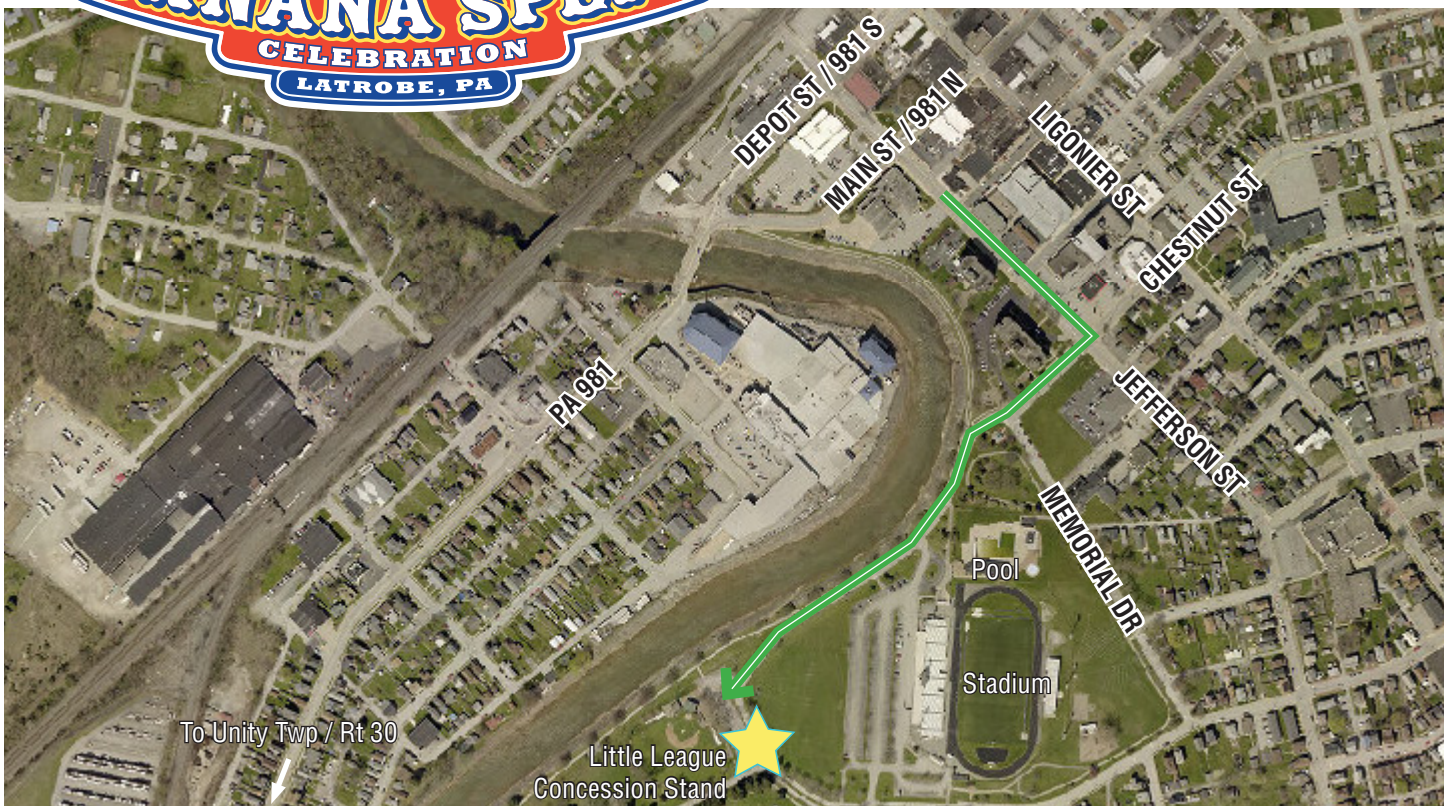


# 2021 Vendor Information Packet



*Date* **Saturday, August 21**  
*Location* **Legion Keener Park**  
*Check-In time* **7am – 9:30am**  
*Operating Hours* **12pm – 8pm**



## Check-in Location

As you come into Legion Keener Park on Chestnut Street you will pass the city pool and football stadium; continue until you reach the little league baseball fields. Pull into the field's parking lot to get checked-in and shown to your assigned booth location.

# Getting assistance

For any needs throughout the weekend, call

**724-537-2671 x702**

Key staff members can be identified by red polos with the banana split logo on them. Volunteers will be wearing the purple shirt with a large banana split logo on the front.

## Weekend Procedures

### EVENT GUIDELINES

Refer back to the full event guidelines for vendors available online at [bananasplitfest.com/vendors](https://bananasplitfest.com/vendors)

### ARRIVAL CHECK-IN

Vendors should first check-in at the **Little League Concession Stand** (marked with a star on the map), where you will be shown to your booth area by an event volunteer.

Please arrive between 7:00AM - 9:30AM. If you arrive early or late, it may delay access to your space.

### PARKING

Parking is available within a reasonable distance from your booth. Please place your vendor pass in the vehicle dashboard.

Vehicles must be moved after unloading.

### ELECTRICITY

***Connecting to the event power source must be done under the supervision of a designated representative of the celebration.***

Please call or get in touch with a member of the operations team prior to connecting or if you experience any issues with the electric service.

Outlets are a standard 120v. The event will not provide adapters or cables to connect vendors.

### BOOTH AREAS

Please stay within your assigned space with all your items throughout the event. Moving is not permitted.

### SECURITY

You are responsible for securing your booth items. The event takes no responsibility for lost or stolen items at any time during the event. Please contact an event volunteer if you encounter issues throughout the event.

### TRASH HANDLING

Trash will be collected several times by event volunteers. Please collect your trash in contractor grade bags and place them behind your area.

Be kind to the members of our team by securely tying off bags before they become too full. They throw these over their heads to get them in a dumpster!

### EXIT PROCEDURES

At the conclusion of the celebration, tear down and remove of all personal materials. Once the area is clear of guests, the committee will open roads for you to load up your materials.

Prior to departure, contact a vendor staff member for final checkout to make sure your area is properly cleared.

**VENDORS SHOULD REMAIN OPEN UNTIL 7:30PM.** At which time you may begin packing up and waiting to load out.