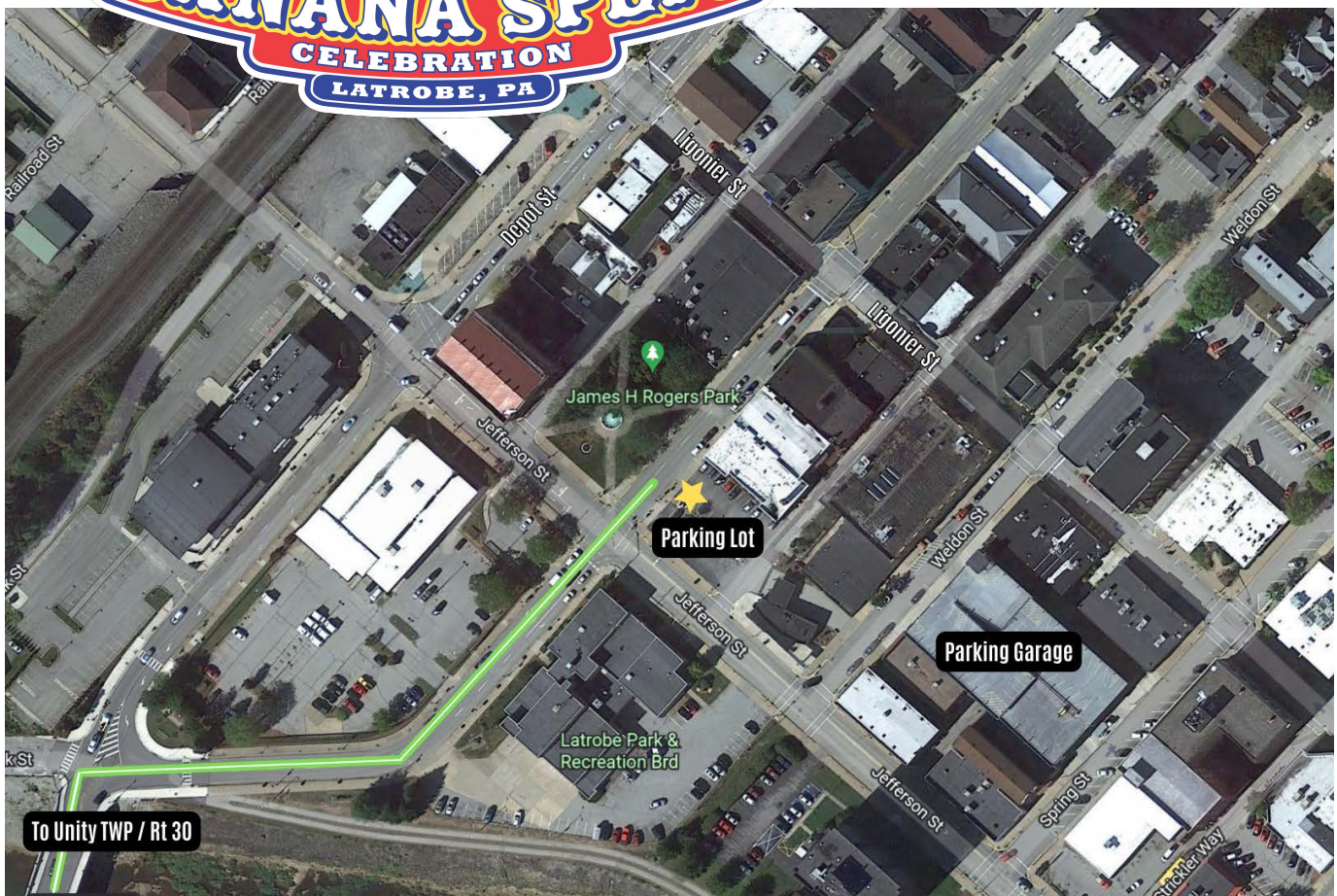


2022 Vendor Information Packet

Date	August 19, 20, 21
Location	Latrobe, PA
Check-In time	August 18 5p-7p
Operating Hours	Aug. 19 3p-8p Aug. 20 10a-8p Aug. 21 10a-4p



Check-in Location

As you come into downtown Latrobe on State Route 981 you will pass the city municipal building and post office; continue until you reach the parking lot on the corner of Main and Jefferson Streets. Pull into the parking lot to get checked-in and shown to your assigned booth location.

Getting assistance

For any needs throughout the weekend, call

724-331-3936

Key staff members can be identified by red polos with the banana split logo on them. Volunteers will be wearing the orange shirt with the word VOLUNTEER on the back

Weekend Procedures

EVENT GUIDELINES

Refer back to the full event guidelines for vendors available online at bananasplitfest.com/vendors

ARRIVAL CHECK-IN

Vendors should first check-in at the **parking lot on the corner of Jefferson and Main Streets** (marked with a star on the map), where you will be shown to your booth area by an event volunteer.

Please arrive on Thurs. between 5:00PM - 7:00PM or Fri 9AM-12PM. If you arrive early or late, it may delay access to your space.

PARKING

Vehicles must be moved to the parking garage after unloading.

Parking is available in the downtown parking garage with the entrance on Spring Street. Please place your vendor pass in the vehicle dashboard.

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 THE CLOSE OF THE EVENT EACH DAY. On Sunday, you may begin packing up at **4:00PM** and waiting to load out.