

Vendor Guidelines 2019

SETUP/PARKING

*Please be advised that vendor setup is scheduled for **Thursday April 25th from 2:30pm-5pm** or on **Friday from 9am-4pm**. At **4pm all vehicles must be out of the vendor area**. **One Parking Pass will be available to purchase for \$15 to park in the Main Lot. This pass is valid for all 4 performances. All other parking will be available up at the high school(El Capitan High School). All passes must be filled out and displayed on your vehicle dashboard at all times. If you choose to park in the main lot without a pass you may be subject to paying the Jr. class the parking fee of \$5.00.**

When setting up and tearing down we will be entering the Main gate and Exiting out the Vine street gate only. You can turn right off Vine street go into the park n ride and make a left back towards the main lot where your parking pass is good for. There will be WHITE CHALK LINE marked on the ground, please keep all merchandise and canopies behind the line.

*Please insure that you secure your pop-ups down appropriately, as we cannot always predict the weather. The El Capitan Stadium Association is not responsible for any damages done if your pop-up blows away, so please secure all your pop-ups accordingly.

Please be advised our rodeo grounds is not setup for CAMPING of any kind, please plan accordingly as we have minimal space to provide to our patrons for parking.

GATES OPEN

*The gates will be open to spectators to enter at **6pm on Friday and Saturday Night**; on **Saturday and Sunday afternoon the gates will open at 12:30pm**. **All vendors should be setup no later than 30 minutes prior to these times and ready to sell no later than 15 minutes before gates open. Please be advised our expectation is that you man your booths throughout the whole performance.**

Be advised that we are implementing the **NO RE-ENTRY RULE THIS YEAR AGAIN**, in case of an emergency you can come by information booth and I Melody Virag can escort you to your vehicle, So please be prepared and have your booth stocked and ready no later than 30 minutes prior to gates opening.

WRISTBANDS

All vendors must wear a wristband at all times. Wristbands will be handed out at check-in at Main gate, Information Booth. If you need additional (wristbands) please see us at the information booth. You will be required to submit a list of the workers/names at your booth at check-in as well. If your wristband is lost or gets damaged, you need to come see Melody Virag at the Information booth for a replacement. You must wear it at all times while on the rodeo grounds.

ELECTRICAL

*You must provide your own electrical cords to include pigtailed. Please make sure you mark all your own electrical equipment as we are not responsible for and will not assume any liability for the loss of electrical equipment.

SECURITY

*There is NO onsite security provided and liability will not be assumed by the El Capitan Stadium Association. You are responsible for your own merchandise that is left on property, so please secure items prior to leaving after each performance. All items brought in to the grounds are subject to search at any times and unauthorized item will be confiscated by Security.

WEATHER

Please be advised Lakeside, Ca. can bring lots of different kinds of weather. Be prepared for all wind or rain storms that could occur. Make sure you stake your awning down and at the end of the night it is secure for evening weather. Also, be prepared for the Heat as well, it can get up to **100+ degrees**, you can bring a cooler with water only.(it will be subject to be searched, if anything is found it will be confiscated and this can prevent you from being a vendor in the future)

FOOD/BEVERAGES

*You may bring in your own food and beverages (non-alcoholic ONLY) with you when you **arrive to set-up**. Please be aware that if you try to bring in a Starbucks when there are patrons in line it will be turned away by security. Please make sure all your food or beverages are in at the beginning of the day. There is no IN or OUT privilege of food or beverages allowed once the gates open for spectators. (Example: do not plan Starbucks run during a performance). On Saturday the grounds will be cleared between performances and you can bring food/beverage in before the gate opens for the Saturday evening performance.

BREAKDOWN

*No Breakdown will be permitted before the completion of the last event on Sunday April 24th at approximately 4:30pm-5pm. Any unapproved breakdown early could result in not being invited back to be a vendor at a future rodeo. **Please be courteous and wait until I(Melody) gives the go ahead to bring vehicles in for loading. Traffic will still be in the main gate and out Vine Street. We will be coordinating for movement of tractors and through golf carts, and traffic.**

TEAR DOWN/CLEAN-UP

*At the END of the last performance on Sunday approximately 4:30pm-5pm the grounds will be cleared by Security and you can start to tear down your booths. **Please wait for the word** to allow vehicles to enter the grounds. Your space is to clean, including all **TRASH** into dumpsters, by 8pm on Sunday Night.

NEW! You will be required to submit to Vendor Chairperson information on **RECYCLING ALL YOUR CARDBOARD & ALL PLASTICS**. The County is requiring proof of how all vendors are Recycling there cardboard and plastics brought to the rodeo grounds. I will have a form at the information booth you must **SIGN** before leaving the grounds Sunday Evening.

POINT OF CONTACT

We are looking forward to a great rodeo and weekend. If you have any questions you can contact **Melody Virag 619-368-4446.**