

# 2022 Blue Ridge Trout Festival & Outdoor Adventures

## Exhibitor Set up Instructions

- **TROUT FEST DOES NOT OFFER RENTAL EQUIPMENT. PROVIDE YOUR OWN TENT/TABLES/CHAIRS. TENTS MUST BE ANCHORED. GRASS SITES MUST USE STAKES OR WEIGHTS. STREET SITES MUST USE ANCHOR WEIGHTS.**

- **If you arrive on Friday, April 29, check in between 3 PM and 7 PM at the Festival HQ next to the railroad tracks on Church Street.**

**NO VEHICLES ARE ALLOWED ON THE GRASS IN THE PARK.**

You may only set up your site on the grass sites (in the park) after 3 PM. If your vendor site is on the street, you may set-up any time after between 5:30 and 9 PM. Streets adjacent to the Festival will not be closed until 5 PM. This is Blue Ridge and parking is always a problem. Expect to park on the nearby streets or the community parking lots nearby. Please ask a STAFF member if you need help finding a parking spot.

**BLUE RIDGE POLICE DEPARTMENT IS LOCATED ON CHURCH STREET, ONE-HALF BLOCK FROM THE CITY PARK SITE. HOWEVER, SITE SECURITY IS NOT PROVIDED OVERNIGHT. DO NOT PLACE PRODUCTS/MERCHANDISE UNTIL SATURDAY MORNING.**

- **If you arrive on Saturday, April 30, you can arrive starting at 7 AM. Check in at the Festival HQ located next to the railroad tracks on Church Street. This is Blue Ridge and parking is always a problem. Expect to park on the nearby streets or the community parking lots nearby. Please ask a STAFF member if you need help finding a parking spot.**

**You are expected to be completely set up no later than 9 AM.**

**NO VEHICLES ARE ALLOWED ON THE GRASS IN THE PARK.**

Please complete your set-up by 9:00 am. Event gates open at 10 AM, and we usually have visitors arriving by 9:30 AM.

When you check in, you will receive your vendor's packet, which will include:

- **YOUR LANYARDS** with Vendor ID Badges
- **YOUR LOCATION** along with a site map -- Vendor locations are determined by sponsorships, electrical needs, water needs and vendor equipment. **PRIMARY POWER/WATER SOURCES ARE PROVIDED. BRING YOUR EXTENSION CORD/HOSES (50 feet) FOR LOCAL POWER/WATER NEEDS.**
- Evaluation Form -- Please complete the Evaluation Form and return to us, as we really appreciate your feedback.

### DAY OF EVENT

- **WE ARE EXPECTING APPROXIMATELY 4,500 VISITORS THROUGH THE GATES IF THE WEATHER IS GOOD.**
- **CREDIT CARD SERVICES SHALL BE COMPLETED VIA CELL SERVICES. VERIZON SERVICE IS BEST. THERE IS NO WIFI PROVIDED.**
- **TROUT FEST OPERATES FROM 10 AM TO 6 PM, RAIN OR SHINE. VENDOR FEE REFUNDS ARE NOT PROVIDED FOR ANY REASON.**
- **FOR SAFETY REASONS, VENDOR BREAKDOWN MAY NOT BEGIN UNTIL 6 PM. EARLY BREAKDOWNS ARE PROHIBITED WITHOUT FESTIVAL PERMISSION. FESTIVAL STAFF MUST APPROVE ALL VEHICLES THAT ENTER FESTIVAL GROUNDS.**
- **QUESTIONS OR PROBLEMS, please call Jim Reich, phone: 404-423-7622 or Bob Borgwat, phone: 706-838-5259/cell: 770-827-6657. You can also come to the HQ Tent or talk to one of the people with a "STAFF" shirt on.**

We look forward to a very successful fifth-year event. Vendors are all a crucial part of making that happen. Thank you for your participation. We look forward to seeing you at the 2020 Blue Ridge Trout Festival & Outdoor Adventures.

**PLEASE RETURN YOUR BADGES AT THE END OF THE DAY TO HQ!**

***THANK YOU, THE TROUT FEST COMMITTEE***