



## Exhibitor Standards

All exhibitors must follow these guidelines to ensure a safe and enjoyable event for all. If any questions arise, please contact Sarah Close at 608-224-3730 or [close.sarah@countyofdane.com](mailto:close.sarah@countyofdane.com). Any questions the day of the event should be directed to a Dane County Parks staff or volunteer.

### General Guidelines

- There is no vehicle access to the event area. All participants will have to bring their items in by hand, we recommend bringing wagons or carts to help haul as there will not be any volunteers to assist.
- As there is limited parking at the venue, feel free to load/unload in the parking lot but please park in the street once you are finished.
- Set-up time begins at 9AM, all exhibitors must be finished by 12PM when the event opens to the public. Take-down time begins at 4PM when the event closes.
- Booth display materials, pet supplies, cages, etc. may not block the pedestrian aisles or intrude into adjacent booths.
- You will be provided with a 10' x 10' space. If desired, we will provide an 8' table and 2 chairs. The deadline to request a table and chairs is June 7<sup>th</sup>. You are allowed to bring a tent/shade structure, please inform Sarah Close at least 1 week in advance if you are planning to do so ([close.sarah@countyofdane.com](mailto:close.sarah@countyofdane.com) or 608-224-3743).
- There is no electricity and no generators are allowed.
- You are responsible for cleaning up your area. Wisconsin Brewing Company will be providing waste and recycling receptacles.
- Exhibitors who dismantle before the 4PM closing time or have signed up for the event and are a no-show may be excluded from future events.
- No negative talk about other vendors, non-profit/rescue groups, or sponsors of the event.

### Non-profit/Rescue Groups

- Pets are welcome and encouraged! If bringing pets, please limit the number to the amount the booth workers can comfortably manage.
- For adoption organizations, it is greatly preferred that pets be adoptable (or were adopted) from your organization.
- Pets must be people and animal friendly.
- Pets must be current on vaccinations.
- Pets should be provided access to water at all times. Water will be available on-site.
- Dogs must be on a 6' static leash (no retractable leashes).
- Clean up after pets is the responsibility of the people at the booth.
- Donation containers are acceptable and encouraged. Please feel free to be creative (ex. kissing booths, Plinko, prize wheels, etc.)!
- Items for sale must be approved by Dane County Parks on an item by item basis. 100% of proceeds of sales must benefit the non-profit/rescue and not be in direct competition with items sold by Wisconsin Brewing Company.

Exhibitors must abide by these guidelines and if they do not they may be asked to leave by a representative of Dane County Parks.