



Willow Rose Properties

Vendor Property Rules—Covered Bridge Festival

Set up Schedule

Follow the schedule in the enclosed calendar. Any variance must be cleared 30 days prior to the first scheduled set up day. Please provide us with your tentative arrival day and time. During set up, please unload vehicles ASAP and move them to the parking lot. During CBF, please have all vehicles off the grounds and right of ways by 8:45 AM.

Use of Signs

Only quality professionally prepared signs are acceptable and are restricted to on or within booth space. **No easel boards are permitted in walkways and along street right of ways.** No signs are allowed on any permanent WRP property (buildings, fences, trees, etc.) Merchandise discounting type signs are not acceptable.

Required Permits

Parke County TML (765) 569-3422 (obtain before September 30 to avoid late fee); Indiana Sales Tax Registration (812) 235-6046; Food Permits (765) 569-6665 (obtain 30 days prior to CBF start to avoid late fee) The appropriate regulatory agencies will be inspecting for compliance.

Reserved Parking

Available to all WRP vendors at reasonable rates. However, since we also provide service to other promoters, pre-registration is essential to guarantee satisfaction of your requirements. Registration forms are enclosed for those who have not made previous arrangements.

Trash Disposal

The Trash Cans we provide are for the convenience of the public. We expect you to place the trash you accumulate in your booth in the dumpsters we provide. Use dumpsters assigned to WRP only. **Cardboard Recycling is in effect to help hold down the ever increasing cost of trash disposal.** A dumpster for cardboard only is located at the entrance to the RV Park / Reserved Parking area. **Break down all boxes.**

Private Porta-lets

2 units are located behind the Emporium. They are locked, and keys are located at the Emporium. All WRP Vendors will be provided with ID Buttons. Do not pass a key to anyone without proper ID.

Minor Children

Must be supervised by a responsible adult & will not be allowed “free run” of the exhibit grounds.

Pets

For liability reasons, there are no pets allowed in vendor booths at any time.

Telephone Service (Vendor Booths Only)

Cell service is limited in Bridgeton and there is no public WIFI. If you want to order land line service to process credit cards, call AT&T (800) 288-2020. The physical address to use is 8203 S Bridgeton Road—Rosedale, IN 47874. Our property is hard wired for telephone access. AT&T will give you a tentative installation date. It is important to notify us since the technician will need our assistance locating where the service should be installed.

Tent Rentals

You should notify us if you contract with a tent company to set one up for you. We will double check with the rental company to ensure your tent is set up at the proper time, or contact you if there is a problem.

Use of Space Heaters

Portable propane heaters (with safety shutoff valves) are permitted. Electric heaters are not permitted.

Use of Straw

We provide straw for use during inclement weather conditions. We will control the use and dispersal. We do not sell bales for decorative purposes. If you bring your own bales, or purchase locally, we expect you to remove them from our property at the end of the festival. **Do not use cardboard on the ground under any circumstances.**

Golf Carts & ATV's

Are not permitted in Vendor areas during show hours.

Property Maintenance

All vendors are expected to help keep the exhibit areas clean. We provide picnic tables, tables & chairs, benches, and numerous trash cans for the convenience of your customers. Your assistance in keeping the property neat & clean is greatly appreciated.

Registration for next year's Covered Bridge Festival

@ Baldrige House—Check the enclosed calendar for scheduled day and time. We expect everyone to utilize the scheduled time for registration and payment.

Tear Down

CBF closes at 5 PM on the final day. Do not begin tear down or move any vehicles to the grounds or right of ways prior to that time. Use common sense and courtesy during this hectic time. Everyone is expected to clean up your booth area and place trash in the dumpster.

The above stated rules were established to enable a cooperative effort to provide a positive experience for the thousands of people who visit here every October. They are a result of our experience in operating our facilities for over 20 years. **The rules apply equally to everyone.** We encourage those who follow the rules to advise us of anyone who does not, so we may deal with the situation. We will deal with any problems professionally and expect the same in return.

Please contact me with any questions.

Debra Barnes