

18th ANNUAL KIWANIS CLUB OF HOLLY SPRINGS KIDS APPRECIATION DAY



INSTRUCTIONS FOR VENDORS & PARTICIPANTS

Thank you for taking part in the 18th Annual Kids Appreciation Day in Holly Springs. Below are instructions on how we can make this day fun for you, the kids and their families. We appreciate your assistance with complying.

EVENT COORDINATOR: Joe LoFaro (919-457-8487), club@hollyspringskiwanis.org

SEE LOGISTICS MAP FOR YOUR LOCATION ASSIGNMENT

DATE: Saturday, May 7, 2022

LOCATION: Sugg Farm Park (Grigsby Avenue, Holly Springs, NC 27540)

HOURS: 11:00 a.m. – 3:00 p.m.

SET UP: Begins at 9:00 a.m. unless other arrangements have been made with you.

INFORMATION CENTER & FIRST AID FOR THE EVENT WILL BE AT THE REGISTRATION TENT

All vendors must be completely set up no later than 10:30 a.m.

BOOTHS CAN BEGIN CLOSING DOWN NO EARLIER THAN 3:00 P.M.

Vendors are responsible for cleanup of their areas.

All vendors must be off site no later than 4:30 p.m.

- **All vendors and program participants must check-in with a Kiwanis member at the Vendor Vehicle Entrance or at the Registration Tent.**
 - **All donated raffle items should be provided at check-in or arrangements made to provide prior to the event**
- **Vendors must supply their own tables, chairs, equipment and tents/ canopies unless other arrangements have been made with you.**
 - **All vehicles not needed should be parked in the vendor parking lot no later than 10:45am**
- **Please ensure your tent is secure with sandbags or stakes in the case of windy weather.**
- Kiwanis Club or the Town of Holly Springs is not responsible for any damage, loss of property, etc. In other words, it is your responsibility to secure your booth area. **If you need assistance, please see someone at the Registration Tent. The Holly Springs Police and Fire Departments will also be in attendance.**
- **If giving out candy, items must be manufacturer sealed.**
- **Tickets are required for Pizza slice, Hot Dog & Chips, SnoBalls and Drink* items. This requirement is not for all vendors—only the concession tents distributing these items.**

*Drinks provided/ sold by Kiwanis.
- All children will have a hand stamp if they have registered and received a basic packet of free tickets that enable them to enjoy KA Day. If your booth requires a ticket (mentioned above) and an attendee does not have a ticket, then you must send the attendee back to the Registration Table (they may have used up their free tickets or have lost them).
- Useful supplies to have on hand are scissors, bungee cords, and duct tape. All vendors are responsible to bring their own supplies and equipment to operate their booth area.

If you have any further questions, please contact the Event Coordinator above.

**HAVE FUN AND THANKS FOR ALL YOU DO FOR
THE KIDS OF HOLLY SPRINGS!!!**