

City of Santa Clarita

Cowboy Festival

Exhibitor Show Information

Exhibitor Set-up

Vendors will be able to park at Melody Ranch™ Motion Picture Studio on Friday, April 29, 2011, from 8:00 a.m. to 4:00 p.m. to unload and set-up. At this time you will receive your space assignment, vendor passes (each booth receives 2 vendor passes unless purchased additional passes) and parking pass (if purchased). Vendors will be responsible for their own food and drinks, as there will be no Food Vendors operating that day.

During Festival

On April 30 and May 1, 2011, gates open at 8:30 a.m., vendors without parking passes will park at the Festival Shuttle Site; vendor badge will allow them to park and ride the shuttle for no charge.

Your booth must be open from 10:00 a.m. to 6:00 p.m. on both April 30 and May 1, 2011. If you leave, please arrange to have your booth open and staffed in your absence. If you need to re-supply during the festival, please contact Jenni Shadle, Festival Gear Coordinator at (661) 510-0383 (on weekend only), to receive a 30-minute unloading pass, which will allow the vendor to make a delivery and return their vehicle to the Cowboy Festival Shuttle Site.

Under no circumstances may you close early or leave your booth unattended. Tear down may not begin until Sunday, May 1, 2011, at 6:00 p.m., and completed by 10:00 p.m. Vehicles will be allowed into Melody Ranch™ Motion Picture Studio at 6:30 p.m. under the direction of the City of Santa Clarita staff.

General Festival Information

- **Each vendor space includes a 20-amp quad box.** Vendors must bring their own extension cords, rubber matting for exposed cords, and surge protector power strips, as they will not be provided by the City of Santa Clarita. *Vendors may not provide their own generators.*
- Spaces do not include tables and chairs; vendor must provide tables and chairs. *They can be ordered at the time of application with the City of Santa Clarita.*
- All vendors will be issued 2 vendor passes. A maximum of five additional vendor passes per each booth space may be purchased for \$10 each. *These must be ordered and purchased at the time of application.*
- **NOONE WILL BE ADMITTED WITHOUT A VENDOR PARKING PASS.** Handicap parking passes are not a substitution for a vendor parking pass. Only a limited number of parking passes will be issued this year due to space limitations, vendor parking passes are an additional \$100.00.
- Security will be provided on a 24-hour basis beginning at 4:00 p.m. on Friday, April 29, and ending at 6:00 p.m. on May 1, 2011. Vendors are responsible for their own property.