

Vendor Assignment Email

SUBJECT:

Booth Assignments, Get the Red Out 2018

Good afternoon.

We're excited to see you at the University of Central Missouri's Get the Red Out street fair. Please carefully review the following information prior to your arrival on Thursday, 9/06.

The booth assignment list and a general map of the event is attached to this email. Please find and bring your booth assignment number with you to check-in on Thursday.

GENERAL EVENT INFORMATION

- Get the Red Out begins at 4 p.m. and ends at 6:30 p.m.
- All correspondence regarding the event will be done by email. Be sure you provided a current email address.
- Booth space is limited and will be provided on a first-come, first-served basis.
- Booth spaces are 10' x 10' and UCM will determine location.
- One 8-foot table and two chairs will be provided per vendor.
- Vendors needing electricity must bring a minimum 100 feet of extension cord.
- Generators are not allowed.

BOOTH SET UP

- Booth set-up begins at 2 p.m. Thursday, Sept. 6th.
- Vehicles must be unloaded and off of Holden St. by 3:30 p.m. Vehicles will NOT be allowed to enter Holden Street after 3:30.

BOOTH REMOVAL

- Vendors may begin entering the north end of Holden Street in a one-way fashion to pick up items at 6:45 p.m.
- Due to pedestrian safety, vehicles will NOT be allowed to enter the street for booth removal until 6:45 p.m.
- Booths must be removed and off of Holden Street by 7:30 p.m.

ADDITIONAL SAFETY INFORMATION

- In order to ensure adequate pedestrian access down Holden Street, we will ask you to move tents so the back legs are in the grass next to the sidewalk.
- Vehicles will NOT be allowed to enter Holden Street after 3:30.
- Food vendors are subject to county health and Warrensburg Fire Department inspections at the Street Fair. It is the food vendor's responsibility to be familiar with local food vending ordinances. For more information, visit Johnson County Community Health Service's Website or contact the Warrensburg Fire Department at 660-747-9136 with fire code questions. Any vendor that is cooking must have a five-pound ABC extinguisher next to the cooking area as per the fire marshal.
- The University Relations booth, located at the corner of Holden and Union Street,

is considered the Command Center and is the location for any lost/found or lost child.

INCLEMENT WEATHER

- In the case of inclement weather, Get the Red Out will be cancelled and not rescheduled. A decision on cancellation will be made by noon on the date of GTRO.
- Vendors will be notified by the email they used to register and the Web site will be updated to reflect the cancellation decision. ucmo.edu/gtro

If you have any questions that are not addressed above, please contact University Relations at 660-543-4640.

Go MULES!