



21st Harrisonburg International Festival

Saturday, September 29, 2018, 12:00 – 6:00 PM

Harrisonburg Downtown Center

Festival Booth Guidelines

Thank you for your interest in participating at the 21st Harrisonburg International Festival as a business/sponsor, nonprofit organization, artisan, or food vendor. We hope you will have a successful day showcasing and connecting your organizations with Festival goers. For your attendance and participation, please follow the guidelines below.

Check in on THURSDAY, September 27th!!!

We are requiring that each participating booth send one representative to the FairField Center at any time between 12-6 p.m. on Thursday, September 27th in order to receive last minute details about your setup, parking passes, sponsor benefits (i.e. t-shirts and water bottles), and answer any questions you may have.

The address for FairField is 111 East Market, Suite B, Harrisonburg Virginia. Our entrance is not on Market St. but rather our door faces the Wells Fargo bank parking lot and Las Chamas.

Check in on Saturday, September 29th

- Setup starts at 8:00 AM and we will have volunteers and indicators (weather permitting) to denote where each business is to set up.
- Set-up needs to be completed by 11 a.m.

- All cars must be out of the Festival area and parked in your designated area by 11 a.m.
 - If you are placed at **Court Square**, parking will be in the Elizabeth Street parking deck.
 - If you are placed in the **Water Street Parking Deck**, parking will be directly opposite your booth.
 - If you are placed in the **Turner Pavilion parking lot**, parking will be in the Daily News Record lot at 231 S. Liberty St.
 - If you are placed in the **Jess' parking lot**, parking will be to the east side of the parking lot.

- Booths at the **Turner Pavilion** lot will have to walk their items to their booth space from their car after parking in the Daily News Record parking lot. Volunteers will be available to assist in crossing the street and setting up.

- Food vendors south of the **Turner Pavilion** will turn into Warren St. to unload and afterwards must park in the Daily News Record parking lot across Liberty St.

- Booths and art vendors at **Court Square** may unload on the corners of Court Square and South Main Street. After unloading you must park your vehicle in the Elizabeth Street Parking Deck before set-up.

- Food vendors at **Court Square** may unload in front of the Artful Dodger and park in the Elizabeth Street Parking Deck before set-up.

- Booths and art vendors at **Jess' parking lot** may enter the lot to unload vehicles. After unloading you must park your vehicle towards the back of the parking lot (east side) before set up.

- Food vendors at **Jess' parking lot** may enter the lot to unload vehicles. After unloading you must park your vehicle towards the back of the parking lot (east side) before set-up.

- Booth and art vendors on the first floor of the **Water Street Parking Deck** may park across from your designated area and unload for set up. Additional parking is on the top floor of the deck if needed.

- After your car is unloaded (do not do your set up at this time)

please remove your car from the festival area to allow others to come in and unload. Please drive your car out to your designated parking area as no cars are allowed to park inside the celebration area during the festival hours.

- Repeat: No cars are allowed in the festival area during the event.

Checking-out on Saturday, September 29th

Once you are set up due to safety and Harrisonburg Police Department rules, you may not leave before 6 p.m. At 6 p.m. you may tear down and carry your items to your car; being careful of pedestrians.

During the Event

- The International Festival is a rain or shine event and we are not responsible for damages, injuries, or loss. Please plan accordingly for insurance coverage and equipment to protect your work as you deem necessary.
- In the spirit of the Festival's mission to be a family-friendly intercultural event that embraces and celebrates our community's diverse cultural traditions, and seeks to build bridges of connection, respect, mutual understanding. No politically or religiously partisan, adversarial, disruptive, or objectionable content or messaging will be permitted as part of the festival. No real or toy weapons, drugs, or drug paraphernalia, or items that may be deemed harmful, contributing toward violence, or dangerous may be sold, carried, or promoted at the festival.
- The Festival reserves the right to make judgments as to what is appropriate and consistent with the spirit of these guidelines and regulations and to ask you to remove such items as are deemed "not in compliance" or to ask you to leave or be escorted off the premises without compensation if these judgments and requests are not respected. We ask that any questionable items be cleared with us proactively in advance and we appreciate your

understanding and cooperation as we seek to uphold these values that are important to us as a Festival.

- As a reminder, the festival does not provide tents, tables or chairs so please plan accordingly to suit your needs especially in the event of wind or rain. Tents are not required, but if you bring your own tent please note that the fire department requires that all tents be set up at least 12 feet apart (including tie downs). Your space will be approximately 10x10' (10x15' or 10x20' depending on your sponsorship level, with open area accessible then on all sides. Remember there is no electricity available at the festival so plan accordingly. No generators allowed, though 12V batteries may be used.

*Note: We encourage your use of international cultural decorations and background information to educate our attendees about the cultural roots and influences in your work. We also encourage your use of traditional dress to enhance the intercultural atmosphere of the to draw people to your booth.

Directions to Downtown Harrisonburg:

- GPS address: Court Sq., Harrisonburg VA 22801
- From I81, exit at 247B, onto Route 33 West. Turn right onto N Main St. Then turn left onto Court Sq.

Thank you for making another great festival happen!