

Vendor Pack

Picacho Mountain Outdoor Festival 2019

Thank you for participating this year in the Festival, this great community event would not be possible without you!

Please find listed, setup /day of event/teardown instructions below, as well as the site guidelines.

This pack contains the ***event site map***, please use it to familiarize yourself with the event and your booth location.

Safety is our utmost priority at this outdoor event. Please be aware of your surroundings while attending event at all times. We want you, your staff and the event guests to have a safe and enjoyable time. Please notify event staff immediately if you see a potential unsafe situation.

Check-in on day of site setup-Friday, Sept. 20th:

There will be an Admin structure on site . Please sign in and the staff will assist you in locating your booth space.

Setup days/ time:

The date for set up is Friday, September 20th, between the hours of 9:00am to 5:00pm. Our on-site coordinator will be contacting you to determine if the morning hours, (9:00-12:00), or the afternoon hours, 12:00-5:00 pm, works the best for you.

*If you have heavy, large tents/equipment, we suggest morning hours as we will have the National Guard volunteers out to help with set up at that time.

*Please be prepared to set up all booths, tents, table chairs, etc. at this date.

*Run all power cords, tie down tents with sand bags or sturdy tent stakes. **ALL** tents must be securely anchored for any potential wind.

*Keep all tripping hazards to an absolute minimum.

*Please keep your booth area free of all trash. Recycling bins and trash

containers will be on site, please use them.

Saturday day of event:

*If you need to finish bringing out and setting up small merchandize , Please be on site **no later** than 6:30 am to finish setting up and be completely finished and vehicle/trailer off event road and parked in the designated parking areas by 7:30am.

We have a 5-10k race starting at 8:00am.

*All vendors must have their booths manned from 9:00 am until 4:00 pm, both days of event unless dates were previously negotiated with Southwest event staff.

Site Security

The event will have a combination of the County Sheriff's office, Security Concepts guards and SWE security staff on site during the event and after hours. Southwest Staff will be on site overnight as well, Friday and Saturday nights.

Vehicle Vendor passes

You will be issued a vendor pass to display in your vehicles windshield. Please let site admin know, (when you first arrive on set up day), how many vehicle passes you need. Please keep passes to a minimum and for only absolutely necessary staff vehicles.

Shuttle services

A trolley/van shuttle will be operating during vendor setup on Saturday and Sunday to help transport vendors to and from designated vendor parking.

Insurance

Please include both **Southwest Expeditions LLC./** Address PO Box 359, Mesilla, NM 88046 and **Picacho Mountain Development:** 8149 Willow Bloom Circle, Las Cruces 88007

Insurance continued:

Please email or bring a copy of your insurance certificate with the added additional insured names to site check in.

Email: david@swexpeditions.com/ 877-808-6877

Pets on site:

Any pets brought to site must be on a 6' leash, people friendly and vaccinated. Water will be available on site and a "doggy area" will be designated for bathroom area. Please pickup after your pet.

Green Site:

The event is working with the County to be a "GREEN SITE".

As such, we ask all vendors to make a huge effort to using only re-fillable water bottles, (water is on site), paper cups and plates instead of plastic or styrofoam. The County is providing water jugs and paper cups throughout the site. Thank you for your help in making this event a clean, green site!

Appearance of vendor staff:

This is a family friendly event, as such, we ask that all staff dress appropriately. No public intoxication will be allowed.

Event Contact information:**Onsite parking/ logistics:**

Steve Stone [978-989-2399](tel:978-989-2399)/merle237@gmail.com

Admin/Vendor information:

Ashtora 801-560-7730/ash@swexpeditions.com

Sylvia Balizan/ 575-635-7590/sbalizan@hoamco.com

David Crider 877-808-6877/ david@swexpeditions.com

5-10K race information:

Steve Phelps [575-621-2125](tel:575-621-2125)/hawaiiifiveo5@msn.com

We at Southwest Expeditions strive to make this and future events safe and successful for us and ***our valued vendors!*** We will be sending out by email, an after- action report card/questionnaire, after the event to all our vendors and sponsors. Please take time to give us your feedback so we can positively progress on each event! Thank you again for your valuable time and contributions! We will see you at the event!