



Ascension Dance Contest
Saturday, February 29, 2020

Hosted by the
Tompkins Crimson Cavalettes

BOOTH RULES

Our dance contest is designed to raise money for the Crimson Cavalettes Dance Team from Tompkins High School. Your participation in renting a booth space is a big part of our success which is why we want to ensure that you have the best experience possible. The rules outlined below are intended to ensure that everyone has a pleasant and successful show. It also allows our local community to experience and benefit from your unique skills, talents, merchandise, and/or services. If you should have any questions, concerns, or issues with any of the rules, please let us know. You are important to us, and we are open to working with you to resolve any issues or problems that arise.

Please help us maintain a quality show by reviewing and abiding to the following:

- 1. Disclaimer:** Neither Katy ISD nor the Tompkins High School Crimson Cavalettes Dance Team Booster Club accept any responsibility of changes to the school facility that could affect the dance contest, such as physical damage, construction, or admission decisions.
- 2. Competition Staff:** Our entire staff is a group of adult volunteers as well as students from the school who are donating their time to benefit the Tompkins Crimson Cavalettes Dance Team. We request that you treat the volunteers kindly and please address any concerns or issues directly with the vendor chairpersons. All vendors should plan accordingly since volunteers are limited.
- 3. Contest Identification:** To help identify vendors from the general public, we will provide a separate identification bracelet. Each vendor will be provided with two bracelets for each booth rental which must be worn openly at all times. Contest Staff will be wearing badges, so they can be easily identified by vendors needing assistance.
- 4. Vendor Times:** Teams begin arriving at approximately 7:00 a.m., and the first dance begins around 8:00 a.m., on Saturday morning. Vendors are encouraged to be open for business at the start of the competition. At a minimum, vendors are expected to be open to the public between 9:00 a.m. and 5:00 p.m.

5. Setup Options: Vendors will be allowed to set up at the following times:

- Friday night from 4:00 p.m. - 7:00 p.m. Note: The building is not monitored at night.
- Saturday morning from 7:00 a.m. to 8:55 a.m.

**All vendors are required to check in at the front desk to confirm booth assignment. Please enter through the main doors of OTHS located in front of the circle drive off of Falcon Landing Boulevard.

6. Booth Location: Booth location or assignment can change due to uncontrollable circumstances in the school. If changes are required, the contest chairman will work with you to address the change. NOTE: Due to anticipated construction on our campus at the time of the event this year, the circle drive will also be a spectator entrance and may even be subject to change. As we approach the date of the event, finalized details will be emailed to you. We appreciate your flexibility with this issue.

7. Teardown: Please do not begin teardown until 5:00 p.m., on Saturday. We also would like to request that you leave your booth location in the same condition that it was in when you arrived and please remove all items that you brought with you as well. All booths should be cleared and cleaned by no later than 8:00 p.m.

8. Indoor Booth Options:

Option 1: Vendors \$100 - These spaces are reserved for vendors selling products, such as clothing, jewelry, handbags, candles, and the like. If needed, access to electricity and a 6 foot table with two chairs are provided per booth. Booth spaces are approximately 6 foot x 12 foot; however, there are a few exceptions to booth dimensions based on building design, safety devices, and traffic flow considerations. All vendors are expected to operate within their designated area.

Option 2: Indoor Food Vendors \$100, plus 20% of profits - These spaces are reserved for vendors selling food products, such as cookies, smoothies, ice cream, and the like. If needed, access to electricity and a 6 foot table with two chairs are provided per booth. Booth spaces are approximately 6 foot x 12 foot; however, there are a few exceptions to booth dimensions based on building design, safety devices, and traffic flow considerations. All vendors are expected to operate within their designated area.

9. Booth Construction: All booths must be safely constructed and not constitute a hazard to staff or the general public. No tables, chairs, or displays are allowed to block any exits or aisles. All fire and safety devices must be clearly accessible and visible at all times. Walkways must remain clear at all times, and you may not demonstrate products in any aisle or walkway. No nails, screws, or staples may be put in the walls, floor, or ceiling. You must bring your own booth equipment. Any display or item that is unsafe must be removed immediately. All vendors will be provided with a 6 foot table and two folding chairs. We recommend that you cover all tables used on the day of the event with cloth reaching to floor length so no boxes or supplies are showing. This will also help make your area presentable and more secure.

10. Electrical System: All electrical cords should be 12 gauge or better and grounded. No electrical cord may cross a walkway without vendor committee approval and being properly secured. Vendors are expected to use a quality power strip that meets state codes. Please do not use large spotlights, halogen, quartz lighting, or heavy equipment.

11. Security: Vendors are responsible for protecting their property from damage or loss. Someone must be present at your display during published hours. Katy ISD security guards will be onsite during these hours, as well.

12. Prohibitions: No smoking, drugs, alcoholic beverages, weapons, ammo, knives, or pets permitted on school grounds at any time per local and state laws. Offensive language, material, and behavior is strictly prohibited by school policy, and violators will be asked to leave the premises immediately. We reserve the right to close booths found to be inappropriate by the Crimson Cavalettes Booster Club.