Winery Information

Lebanon's Roots & Rhythms Festival is coming in September of 2011! Please read the following information carefully as it is loaded with great information from A to Z. If you don't see something that you want to know, just ask.

ADMISSION PASSES
For ease in entering, you will receive (2) Wine Vendor Badges when you check-in. Please make sure your booth personnel have these for entrance. Our entrance workers are volunteers and cannot be put in a situation where they have to decide who and who not to let in without passes.

BOOTH
You will be provided with one 10'x10' canopy, one 8' table, and two chairs. Please check in at the Vendor Check-In Booth upon your arrival. **Do not start set up until Event Staff have approved the location and placement of your booth.**

FESTIVAL HOURS
Friday, September 9 11:00 a.m. - 9:00 p.m.
Saturday, September 10 11:00 a.m. - 9:30 p.m.
Please plan on being open for business throughout the festival hours, rain or shine.

FESTIVAL PARKING
Park in designated parking areas. DO NOT PARK in designated handicap spaces - cars will be towed at the owner's expense. There will be a designated loading zone. Since parking at Academy Square Parking is very limited, vendor parking is on the City streets.

FIRE REGULATIONS - Fire Marshal on-site to inspect all booths at the event, during set-up by Friday 10AM.
City of Lebanon Fire Prevention codes require that all booths be made from materials that are either flame resistant or treated with flame retardant. The materials must either be tagged flame resistant by the manufacturer or you must have proof of the application of the retardant product (i.e. have the can available for the marshal to look at). In addition all booths to have a **fire extinguisher** in their booth at all times. Make sure you have a fire extinguisher that has been properly serviced in the last 12 months, please bring it and place it in public view. *Preferred spot for proof: back right corner of tent leg*.

LOAD-IN
BOOTH load-in will take place **Friday morning, September 9th between 6:00 a.m. - 9:00 a.m.** With the number of people involved in this event and the limited access to festival grounds, it is imperative that you be prepared to unload quickly and then move your vehicle off the festival grounds BEFORE SETTING UP. After parking, you may return to set up your space. Let's all work together to accomplish this operation quickly and smoothly. Please note: All cars MUST be off the grounds by 10:00 a.m. Thanks in advance for your cooperation!

LOAD-OUT
Vendors may begin striking their booths at the close of the event on Saturday, September 10th closing and removal of public from the venue. (Please do not start early.) L**oad-out will be only after the public is cleared from the venue or Sunday, September 11th beginning at 6:00 a.m. All materials must be removed by 12:00 noon**. Please strike your booth before moving your vehicle onto the grounds. This should help alleviate some of the inevitable congestion. Pay close attention to the Event Staff who will be directing the load-out. Event Management Consultants, LLC, and the City of Lebanon are not liable for lost or stolen belongings.

SECURITY AND INSURANCE
Security provided round-the-clock through 8 AM Sunday, September 11th. You may leave your material in your booths overnight. However, Event Management Consultants, LLC and the City of Lebanon are not liable for loss, damage, or theft of any property left on festival grounds. Wineries are responsible for their own insurance in case of injury to themselves or festival goers caused by their booth.

STILL HAVE QUETIONS
Everyone here at Event Management Consultants, LLC looks forward to extending a warm welcome for a profitable and festive event. If you have any questions, please Tim Flowerday, tim@emcllc.org.