

Old Bill's Fun Run 12: September 13, 2008

Non-Profit Booth Information

Booth Set-Up Times:

7:00 a.m. - 8:00 a.m.

- (1) Check in at the Booths Registration Table
- (2) Set up your booth

*No booths allowed to set-up after 8 a.m.

8:00 a.m.-1:00 p.m.	Staff your booth
10:00 a.m.	Race begins
1:00 p.m.	Take down your booth

Booth Drop-Off:

All booth supplies must be dropped off at the corner of Deloney Street and Center Street, near Jackson State Bank. Please see map on reverse side for street closure information and driving directions to the drop-off location.

Booth and Supplies - Booth size is 8' X 8'. Your booth will be an 8'x 8' empty space on either cement or grass. If you have a preference for one or the other, it is recommended you arrive at 7 a.m. as booth location is determined on a first come, first serve basis. Bring everything needed for display, including table, chair, table covers, signs, easels, information for distribution, etc. Information at your booth should be consistent with your use of funds statement. No information on items or programs that are ineligible for Old Bill's funding should be available at your booth.

Volunteers & Staff:

You are responsible for unloading everything that you bring. Please be sure to bring enough people to help carry everything needed.

Parking:

Detailed parking map is on the reverse side of this flyer.

Power:

No power is available in the display area.

Sales:

The booths are intended to be an educational opportunity for the community. Per the Old Bill's Rules & Procedures, there can be no financial transactions or selling of products at the event. If donors want to give to your organization on run day, please direct them to the Community Foundation Donations Booth where they can complete an official donor form and make their gift. Per the 2008 Rules & Procedures, organizations cannot pool or collect money for their organization.

Food:

Pre-packaged, non-perishable food can be given away at your booth. Home baked cookies, etc. are not allowed to be given away unless certified by the Teton County Food Inspector. Organizations are responsible for getting their own food service permits in advance of the event. Please provide a trash receptacle if you have food or other disposable items. Use of recycled materials is appreciated!

Weather:

Plan for inclement weather! A rain fly, paperweights, etc. are recommended.

Clean Up:

Following the Run, please clear your area and leave the ground as you found it. Dumpsters will be provided.



