



Willow Rose Properties

Date: 2/27/2010

To: All WRP Vendors

From: Bart Barnes

RE: 2010 Covered Bridge Festival – Basic Property Rules

Read this memo carefully. I expect everyone to be familiar with rules and our operating procedures! Keep this memo and bring it to the festival for your reference.

Carriage House and Grounds will open for set up—Sunday October 3 @ 10 AM

Any requests prior to this time must be confirmed with me at least 30 days in advance. Please provide us with your tentative arrival day & time. **Show Hours during the festival are 9 AM to 5 PM. (You may stay open after 5 PM if you are still selling)**

Right of Ways—do not place merchandise or signs on county right of ways. Do not obstruct walkways or access to exhibit areas.

Use of Signs—only professionally prepared quality signs are acceptable. Do not obstruct walkways with signs or merchandise. Do not attach signs to permanent WRP Property without approval. Do not obstruct any WRP signs with your signs or merchandise. ***Merchandise discounting type signs are not acceptable.***

Required Permits—Obtain Parke County TML License (765) 569-3422; Indiana Sales Tax License (812) 235-6046; or Food Permits (765) 569-6665. The appropriate regulatory agencies will be inspecting for compliance. ***I would suggest all vendors who have participated in the past be prepared to show proof of compliance with Indiana Sales Tax remittances.***

Reserved Parking—(See Separate memo) Since we provide parking for several promoters, ***Pre-registration is essential to guarantee satisfaction of your requirements.***

Trash Disposal – Please use the dumpsters assigned to Willow Rose Properties only! ***Everyone is expected to break down cartons before placing them in the dumpsters.***

Telephone Service—(vendor booths only)—contact AT&T@ (800)288-2020. The physical address to use is: 8215 S Bridgeton Road. Cell phone service is limited. I would suggest ordering land line service before September 1—since there are a limited number of extra lines available in Bridgeton. ***Please notify us if you order telephone service & the tentative installation date.***

Grounds and Building Maintenance—I expect everyone to participate in helping keep the exhibit areas clean. It is a requirement spelled out in the exhibit contract. If you need a broom, dustpan, rake, shovel, trash bags, etc,—just ask—we have plenty. **I also expect your exhibit booth area to be clean and free of trash and debris after tear down!** Please respect flower beds, gardens, shrubbery and trees. We live here year round and work very hard to keep our property in immaculate condition. **For liability reasons, there will be no pets allowed in exhibit booths at any time.** All minor children must be supervised by a responsible adult and will not be allowed “free run” of the Exhibit, RV Park or Parking areas.

Use of Straw—we will have straw available for use in case of inclement conditions. We will not have bales to sell for display / decorating purposes. We will distribute bales where needed, however we expect you to use it sensibly. Over use of straw is as bad as using none, and creates difficult clean up conditions. **Do not use cardboard on the ground under any circumstances!**

Portable Restrooms for WRP Exhibitors—2 will be located behind the Emporium. They will be locked, and you will need to request the key from our operating headquarters. **These 2 units are not for public or visitor use, or for use by other properties. All WRP Vendors will be provided with identification buttons—do not pass the keys to anyone without proper identification.**

2010 Festival Registration—will be at Baldrige House Thursday October 14 & Friday October 15 from 5:30 PM to 7:30 PM.

As clearly stated on our Exhibit Contracts, RV Site Agreements, and Reserved Parking Registration, deposits are non-refundable if you cancel.

Finally, I remind everyone the 2010 Festival runs per contract until 5PM Sunday October 17. Please do not begin tear down until that time. It is simply rude and a total lack of respect to us and other exhibitors to tear down early. **Anyone who violates this rule will not return.** I expect everyone’s cooperation during set up and tear down. Do not encroach on neighboring properties. **During set up, unload cars, trucks and trailers as soon as possible, and move them to the parking lot.** Do not double park and block the streets. During the Festival, I request all vehicles be off the right of ways by 8:45 AM. If we all work together, the whole experience will be much better for everyone.

If anyone has any questions, contact me @ (765)548-4095 or bartbarnes@dishmail.net

Bart Barnes