



Barry County Outdoor Recreation Youth Day
Exhibitor Information
September 7, 2019

Schedule/Important dates

3rd Wed/month- Regular Youth Day planning meetings, 6:30 p.m. at the 2600 Nashville Rd, Hastings- *optional*

09/06- 12pm-3pm- Event set-up. Booth stakes, registration tables, etc.

5pm- Early exhibitor set-up, optional.

6:30 pm- Mandatory meeting at Charlton Park.

09/07- 7am-9am- Exhibitor booth and event set-up. **Booths must be set up and vehicles parked in exhibitor lots by 9am**

10am-4pm- Youth Day event

4pm- Exhibitor booth take-down

Exhibitor Insurance- Although Charlton Park and the Conservation District do have insurance, we ask that each exhibitor also furnish proof of their organization's liability insurance for their specific activity. This form should be easily available and free of charge through your insurance agency. Please call if you have questions or concerns.

Exhibitor Check-in- An event representative will conduct exhibitors check-in upon arrival. You will need to fill out your name, cell phone number, and license plate number, in case of any issues during the event.

Booth Set-up/Tear-down- Each exhibitor is required to have clear organization signage demarcating their booth. A tent and tables are suggested in case of inclement weather.

Exhibitor Parking- Exhibitors may temporarily have their vehicles at their booths for unloading. By 9am, all exhibitors should have their vehicles parked in an exhibitor lot. If you require transportation during the event, please contact Sarah Nelson at 815.901.6920 and she will arrange for park staff to transport you. Please make sure everyone at your booth knows this. We appreciate your cooperation in making the event safer for little ones.

What sales are allowed?- Youth Day would like to remain free and accessible to all families, without weighing them down with items for purchase. We ask that if you choose to offer anything for sale at your booth, you limit it to organization memberships or trips/activities. No direct sales. Youth Day is an event for the children. Although it can be a great way to advertise, it is not an opportunity to make money.

Participant Registration- Kids will register in the barn before the start of the event. Parents must sign a liability waiver. Once the parent signs a waiver, his or her child gets a wristband signifying that he or she may participate in Youth Day. These wristbands must be visible over jackets or long sleeves. A green wristband means that child may also have his or her photo taken and published and a **red wristband means no photos may be taken of that child**. If a child comes to your booth **without a wristband**, he or she cannot participate in your activity and must go to the gas and steam barn immediately to register and sign a liability waiver.

Event Photos- We encourage you to take photos of the event and will ask you to provide the group with a copy of these photos so that we can compile them and share them with all exhibitors. Children who may not have their photos taken for safety reasons will be wearing a **red wristband**, while children whose parents signed a waiver will be wearing a green wristband, so please make sure to check for a green wristband before taking a photo.

Food & Beverages- Free lunch is available to all children. Lunch will be available for purchase at a reasonable cost to all parents and exhibitors- cash only. Bring a travel coffee mug along- we will have coffee and some refreshments available for exhibitors free of charge at the registration barn!

Contact: Sarah Nelson, Barry Conservation District, 1611 S Hanover St, Suite 105, Hastings MI 49058

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