



STAR Tack, Arts & Craft Swap

April 10, 2021

Event Guidelines

Our goal is to provide a safe environment for vendors, customers and guests. Please read the instructions below. If you have any questions prior to the event do not hesitate to contact the STAR office. Day of the event STAR registration personnel will be available for inquiries.

STAR will follow the published CDC protocols as of April 10th. This may include, but not limited to:

- 1) Vendors will need to wear masks and temperatures are checked at the registration table. Hand Sanitizer for single use will be available at the STAR Table at the entrance of the Robbie Nutt Arena. We appreciate your cooperation and consideration in advance.
- 2) One 12x12 spot is \$25.00 and will be marked in the arena. Additional spots can be purchased for \$25.00. First come, first serve, no reserve spots will be made.
- 3) Food trucks will be available during the event.
- 4) This purchase is **non-refundable**, whether by unforeseen event or vendor cancellation.

Setup of Spot

- 5) Registration/Setup begins at 7:30pm. **SIGN IN** at the registration desk in indoor arena **BEFORE** setup.
- 6) Parking is provided in designated field – do not park in parking lot. This will be used for customer parking. No other horse fields for parking or use.
- 7) No tape, nails, tacks, etc. in the rails or walls.
- 8) The Robbie Nutt Indoor Arena does have pigeons and swallows (who are currently nesting). While they will be flying about the arena it is suggested if you have items not easily cleaned to have an appropriate covering for protection.
- 9) The sale begins at 9AM and will end at 2PM. **NO SELLING before 9AM**. All sales transactions are solely between the seller and their customers.
- 10) No water or electricity hookups provided.
- 11) **NO SMOKING** in the barn or arena!!!
- 12) No sale of live plants or animals. No pets allowed.
- 13) Bring table(s) and chairs; STAR will not provide tables or chairs.
- 14) This is an indoor arena with flooring materials suitable for horses. White shoes or sandals not recommended.
- 15) Vehicles are allowed in arena for setup provided:
 - a) Only one vehicle per spot at a time – If you have two vehicles unload one, remove from arena before bringing in the next vehicle.
 - b) Do not park vehicles in spaces marked for booths which to prevent others from setting up.
 - c) Vehicles are not blocking access to the exits of the arena for safety.
 - d) **Vehicles with trailers must ensure adequate access is available to others. If your vehicle/trailer blocks traffic, you will be asked to move.**

- e) Vehicles must immediately unload and leave the arena to park in designated field.
 - f) No setup or arranging of booth while vehicle is in the arena
- 16) No parking on side or back of arena or parking lot – only permissible parking is in designated field
- a) Parking along the indoor arena is reserved for setup/breakdown - not more than 15 minutes.

Teardown of Spot

This is a riding arena where classes will be held the next day. Please show your support for STAR riders, volunteers and horses by ensuring your spot is clean and ready for class when you leave.

Your courtesy and consideration will enable all participants to quickly and safely break down their spots and exit the arena. Early teardown of space can pose a safety hazard for those in the arena. Please read the following for a safe and quick exit of the arena.

For the safety of everyone, no vehicles allowed in the arena until:

Closing time of 2:00pm or,

Announcement made by STAR personnel via sound system (no word of mouth)

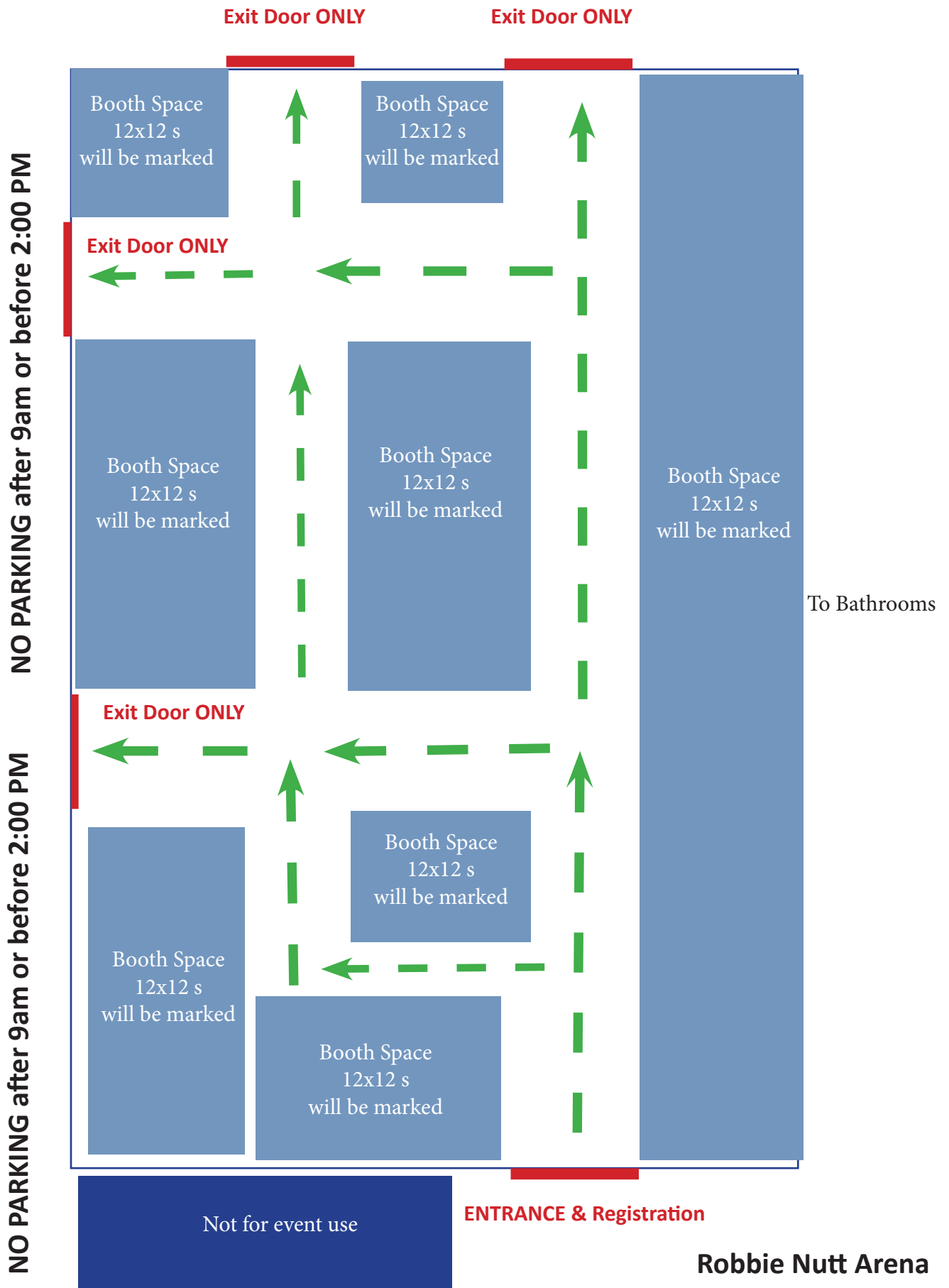
- 17) FOLLOW the traffic signs and STAR personnel for appropriate entrance/exit of arena. See the attached diagram of appropriate movement.
- 18) Parking on side of arena for loading purposes is permissible but must not block access for other.
- 19) Left over merchandise? Seller may donate it to STAR, donations are tax deductible where allowable by law. Bring the merchandise to the registration table. 😊
- 20) STAR personnel will have the power to enforce the information within this document, and from time to time, and with notice to the exhibitor, establish additional rules and regulations for the safety, management and control of the event.

Problems?

Please do not hesitate to contact STAR Staff at front of the arena.

We are here to ensure everyone has a safe and fun experience.

NO PARKING after 9am or before 2:00 PM



Robbie Nutt Arena