

Buckeye BBQ Fest The Square at Union Centre, West Chester

- 1) The Festival address is 9285 Centre Pointe Drive, West Chester OH 45069.
- 2) You are required to arrive, sign in and set up your space between 10am and no later than 2pm on Friday May 17th. Butler County Board of Health will conduct a physical walk-thru to insure compliance with BCHD Regulations. Vendors must be operational by 4:30pm on Friday and 11:30am Saturday. WCPD and WCFD will conduct a similar walk-thru.
- 3) The Vendor entrance is located off Union Centre Blvd on Towne Centre Drive.
 - a) From I-75, take Union Centre Blvd exit #21. Head West two blocks and turn right (north) onto WC Towne Centre Drive.
 - b) Each Vendor team will be given 3 weekend entry passes.
 - c) Rotary will NOT charge for parking. Parking is general public parking, as available. Other business owners may charge for parking or refuse admission into their lots.
 - d) Handicap parking is available in the general public parking areas.
- 4) Pull your vehicle into the Festival Area, proceed to the Rotary Command Center. You will be directed to your assigned Vendor Booth Space.
- 5) You will be permitted to drive your vehicle next to your booth in order to unload your materials. Once unloading is complete, drive your non-vending vehicle to the general public parking area.
- 6) Vendor Booth Spaces are located along Centre Pointe Drive and WC Towne Centre Drive.
- 7) You can leave your materials in the booth overnight Friday the 17th. Security service is provided. Take care to protect your materials from inclement weather overnight. Lower and secure your tents.

UNION CENTRE SQUARE CAN BE VERY WINDY. TAKE PRECAUTIONS TO SECURE YOUR TENT AND PROPERTY. YOU ARE NOT PERMITTED TO DRIVE STAKES/POSTS INTO THE GROUND ANYWHERE ON THE FESTIVAL SITE.

- 8) The Festival is over at 11:00pm on Saturday the 18th. Please do not forget to take your advertising banners and other booth materials upon exiting the Festival site. We are not responsible for items left behind. Please help us by leaving your booth space in the condition you found it upon arrival.

ELECTRICAL POWER CONNECTIONS WILL BE TERMINATED BY 12:00 MIDNIGHT SATURDAY

- 9) Vendors may NOT exit the Festival site PRIOR to 11:00pm Saturday May 18th.
- 10) **TRASH** - **ALL** Vendor Trash must be **BAGGED** and placed **BEHIND** your vending booth space. Township Maintenance personnel will collect the trash from that area, during the event. Do **NOT** place trash into cardboard boxes or plastic garbage cans.

If you have any questions, go to the Rotary Command Center, located at the East end of the Fountain Circle.
Contact the Vendor Committee Chair, Steve Silverberg at 513.377.0454

The Buckeye BBQ Fest is a Rotary Club of West Chester/Liberty charitable community fundraising event.
All event proceeds benefit the Rotary Club of West Chester/Liberty Charitable Fund. v1.31