

## 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 15<sup>th</sup>. 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 Towne Centre Drive.
  - b) Rotary does NOT charge for parking. Parking is general public parking, as available. Vendors may use the MidPointe Library Parking Lot at the West end of the venue or the cornfield behind KidsZone. Parking is NOT permitted in the Dingle House Building Parking Lot.
  - 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 at the entry point. 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 or designated vendor parking area.
- 6) Vendor Booth Spaces are located along Centre Pointe Drive and Towne Centre Drive.
- 7) You can leave your materials in the booth overnight Friday the 15<sup>th</sup>. 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 16<sup>th</sup>. 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 12:00AM SATURDAY NIGHT**

- 9) Vendors may NOT exit the Festival site PRIOR to 11:00pm Saturday May 16<sup>th</sup>.
- 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 plastic public garbage cans.
- 11) **HOT ASH/COLD COALS** - Do **NOT** Place **HOT ASH/COLD COALS** Into **DUMPSTERS** or **TRASH CANS**.  
The **HOT ASH/COLD COALS CAN** is **LOCATED** at the **FAR EAST CORNER** of the **VENUE**.  
Place **HOT ASH/COLD COALS** in the labeled **55 GALLON DRUM**.
- 12) **GREASE PIT** - PLACE USED GREASE IN THE CONTAINER INSIDE THE ENCLOSED AREA MARKED FOR USED GREASE AT THE FENCED AREA IN THE PARKING LOT at the **FAR EAST CORNER** NEAR THE HOT ASH/COLD ASH COALS LOCATION.
- 12) **PERIMETER BARRICADES** - ROAD BARRICADES MUST BE REPLACED WHEN ENTERING OR EXITING THE FESTIVAL. DOMESTIC LOCAL TRAFFIC MAY ENTER THE FESTIVAL IF BARRICADES ARE NOT REPLACED, CREATING A DANGER TO THE PUBLIC AND PEDESTRIAN PUBLIC TRAFFIC.

Direct questions to 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. v12.2

