

Lottie Bug

FARMS



VENDOR WELCOME PACKET

Hello Vendors!

We are thrilled for you to be interested in being a vendor at a Lottie Bug Farm Event! Vendor participation adds a special touch to our gathering.

Registration and Payment:

Through our website, you are able to secure and pay for your vendor spot by filling out the registration form. Your non-refundable payment will go directly towards promotional materials, flyers, signage and social media advertisement fees.

Please note that your registration is finalized and can NOT be transferred to another party.

Cancellation and Refund Policy:

Events at the farm have a “rain or shine” policy. The only exception will be temperatures below freezing or probable dangerous weather.

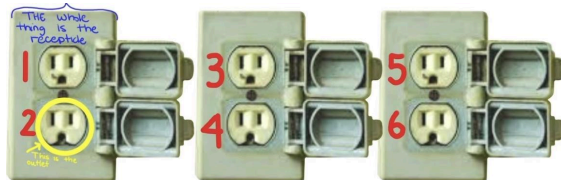
We will be doing our best to monitor any duplicates of wholesaler booths (such Avon, Mary-Kay, Pampered -Chef). The first to register will be able to keep their spot, and a refund will be issued to any that register after.

Vendor Space Details:

We offer four different vendor spaces: 10x15 Food Vendor Electrical and Water Hook-up, Food Truck/Trailer, 10x10 Booth Space and 10x10 Covered Electrical.

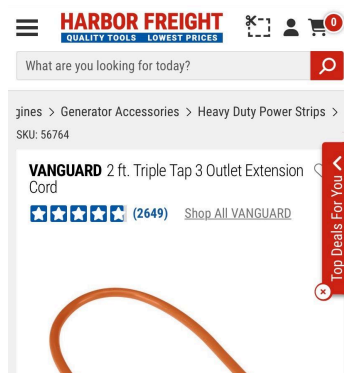
10 x 15 Food Vendors Electrical and Water Hook-up:

- Please bring your own tables and chairs, as well as your own extension cords.
- You have access to the water hydrant.
- You have access to ONE outlet - 120 volt 20 amp circuit for you to plug in ONE extension cord.



TO CLARIFY - The plug is the END of the cord. The plug goes into the outlet which is in/on the receptacle

- This is the recommended extension cord:



Food Truck/Trailer

- Self- sufficient (does not require hook-ups from the farm)
- Vehicles can NOT stay attached to the food truck or trailer.

10x10 Booth Space

- You must bring your own tables, tents, and chairs for setup.
- Your spot will be outlined and numbered before arrival.
- Please do not exceed your area. If you would like more space, you are welcome to purchase two spots and we will put the spots next to each other for your convenience.

10 x 10 Covered Electrical Vendors:

- Bring your own tables and chairs to the designated electrical spots.
- These spots are on concrete and under a porch.
- You will have one receptacle (2 outlets) and one power strip provided by us. Bring your own extension cord.
- These spots are set and cannot be added to.

Vendor Locations:

Once the vendor cutoff date has been reached, we will set the spots for all vendors and send out the email with your specific location and the corresponding map so you can be prepared for the day of. When you arrive at the event, your booth spaces will be chalked out and numbered for your convenience.

Setup Information:

We currently have two Day Time Events during the year, which are the “Spring Time Market” and our “U-Pick Flower Garden”. We also have two Night Time Events, which are the “Fall at the Farm” and the “Country Christmas”.

Day Time Events (10 am - 2 pm)

Electrical and 10x10 Booth Space Vendors will be able to set up starting at 8:30 AM on the day of the event. Food Vendors will be allowed to start setting up at 8 AM.

Night Time Events (7 pm - 9 pm)

Electrical and 10x10 Booth Space Vendors will be able to set up starting at 5:30 PM on the day of the event. Food Vendors will be allowed to start setting up at 5 PM.

Please limit the amount of cars per vendor to 2 due to limited parking. To facilitate your setup, you're permitted to park in the unloading zone **to unload** your equipment. Please be quick and timely with unloading your vehicle so it can be moved to the designated vendor parking spot. The unloading zone should be cleared out 30 minutes before the event begins. If you are accompanied by children, kindly ensure their supervision and keep them within your designated booth area to consider the comfort of fellow guests and vendors.

Night Time Event Lighting:

For our Night Time Events, we've installed additional lighting to create a warm and inviting atmosphere. For vendors with 10x10 non-electric booths, we recommend not using a canopy or tent to allow the event lighting to illuminate your table effectively. However, you're welcome to bring flashlights or battery-powered lighting for your booth to enhance your display. While it's not necessary, it can add a special touch to your setup.

Vendor Marketing Materials:

Once you have registered and paid for your vendor space, you will be sent a confirmation email. Attached to this email, you'll find vendor marketing materials that we kindly request you to share.

Since we are still new to having events at our farm, while we can't promise high traffic, we hope that, with your help in sharing information about the event, we can generate a buzz that will make it a memorable day for all. Your support in promoting the event is greatly appreciated.

We would also love for you to mark "coming" on the FB Event, as well as share the event link! I have it where you can make posts in the event as well to promote your booth. We will look it over and approve your post but feel free to post as much as you want!

Volunteering

We are also always looking for volunteers to help with 1)driving the train 2)help with parking 3)monitoring the event. If you know anyone that would be interested please have them email us. If you notice any discrepancies during the event, please reach out to a Farm staff member in a red apron.

We're eagerly looking forward to hosting our events at the farm and appreciate your participation. If you have any last-minute questions or require further assistance, please don't hesitate to reach out through email or messaging the Lottie Bug Farms FB page.

Thank you for considering being a part of one of our farm events!

Lottie Bug Farms