



2019 Big Event
Lake Oconee Village
Commerce Drive, Greensboro, Georgia 30642

RULES AND REGULATIONS

1. Once you arrive to the show you **MUST** check-in with LOABA unless you did pre-registration on Monday March 11, 2019. There will be ONE registration table on Friday to serve Gate A and Gate B; this will be the LOABA booth located in the center of the lawn area. You must enter in your assigned Gate on Friday when you are setting up. Signs will be at each gate, please refer to map.

FRIDAY

Gate A: Village Park Drive

Gate B: Overlook Drive

2. The show will run from 10:00 am till 4:00 pm. Vendors will not be allowed to remove/breakdown their booths till after 4:00 pm. **Vendors that break their booths down early will have a \$50 (minimum) fine imposed** and review by the committee to not be allowed in future shows. Although the show ends at 4:00 pm there is a chance that attendees will still be at the show, **NO ONE will be allowed to move a vehicle in the show area until the last attendee has left the show area. The no vehicle rule will be enforced by the Greene County Sheriff's Office. Please be prepared to follow this rule 100%. We will have assigned breakdown times for vendors. Please be advised!** Vendors must REMOVE all booth items on Saturday evening. Items left behind will be disposed of by LOABA staff and a \$50 fine will be imposed. **GARBAGE: Vendors are not under any circumstance allowed to leave booth garbage on the show grounds, or in Village Park Garbage Receptacles.** We will provide garbage receptacles for attendees to the show. **Please remove all cardboard boxes and or advertising materials.** The event grounds do not provide receptacles for vendor garbage.

3. Alcohol and The Big Event: The event is open to the public FREE of charge, so please keep in mind there will be attendees of all ages at the show. Per our contract with Reynolds Lake Oconee vendors are not allowed to distribute alcohol. If we are made aware of alcohol you will be asked by the Greene County Sheriff's office to either dispose of and or leave the event. This is the largest event at Lake Oconee and we want this event to represent the professionalism of not only the members and vendors, but Lake Oconee Area Builders Association as well.

4. Rental of Tents, Tables, Chairs, Electrical, Garbage Bins, etc.: LOABA will not provide any rental items to the vendors of the show. We have an agreement with Lake Oconee Rental where you may rent all needed items for your booth. You, as a vendor must contact them directly to schedule the booth rental as well as payment options. LOABA will not rent booth supplies on your behalf. You may contact Oconee Rental at (706) 484-0496 or the order form may be found at www.LOBALive.com within the registration package.

5. Vendor set-up: All Vendors have assigned set-up times, see following pages for set-up times. You must arrive and unload during your set-up time. ALL booths must be completed no later than 9:00 am Saturday March 16, 2019. **There will be a \$50 (minimum) fine imposed on all vendors that have not completed their set-up by 9:00 am.** *Vendors are NOT allowed to drive up to individual booths on Saturday.* Each vendor must unload at the assigned parking area and haul items to their booth.

If you need to unload near your booth you **must set-up on Friday** afternoon. **On Saturday** vendors will be required to park in designated areas and **walk items** to the show. Vendors will not have access to main entrance/back parking lot at any time. You **MUST** contact LOABA **IMMEDIATELY** if you have concerns with setting up on Friday.

The floor plan can be found on our website www.TheBigEventGa.com. Please see times on the following pages for registration and unload based off of Gate and booth number.

*Food Vendors will be contacted individually

6. VENDOR PARKING: All vendors will need to park on Old Linger Longer Road or the grass lot marked as Lots 22 & 23 (map attached for reference) to provide ample parking for the attendees. There are designated areas that have posted signs for **no event parking**. If vendors park in these areas **YOUR VEHICLES WILL BE TOWED** at owner's expense. Event staff is VERY LIMITED, and we will not be able to locate you to request you relocate your vehicle. If you have a question about where you should park contact the LOABA office or speak with a BIG Event Staff member during registration.

7. SECURITY: we will have Greene County Sheriff's Department at the event from Friday March 15, 2019 at 6:00p.m. until Saturday March 16, 2019 at 7:00 pm and they will STRICTLY enforce these and all rules and regulations of the show.

Please sign below if you have read and understand the rules and regulations of the 2019 Big Event. Anyone that signs this document and does not adhere to the rules will be subject to ejection from the 2019 Big Event as well as future events hosted by LOABA.

Company

Signature

Date

The floor plan can be found on our website www.TheBigEventGa.com

Initial

Set-up Time for **FRIDAY MARCH 15, 2019**

*Any vendor that needs to unload at their assigned booth

All Boat Show Vendors 8am-10am

You will be allowed to stay and set up past 10am but all trucks and trailers **must be out of the show area** by 10am. Please locate your booth area for your designated time.

All Lawn, Garden and Outdoor Living Vendors 10am-2pm

You will be allowed to stay and set up past 2pm but all vehicles **must be out of the show area** by 2pm if they are not a part of your booth display.

***Kid Zone Vendors 10am-12pm**

You will be allowed to stay and set up past 12pm but all vehicles **must be out of the show area** by 12pm if they are not a part of your booth display.

***Sponsor setup time for Friday is between 5pm-6pm**

You will be allowed to stay and set up past 6pm but all vehicles **must be out of the show area** by 6pm if they are not a part of your booth display.

Vendor Registration and Set-up Time for Friday **11:00am-1pm**

Booths:

Gate A: A29 – A34

Gate B: B43 – B52

Vendor Registration and Set-up Time for Friday **12:00pm-2pm**

Booths:

Gate A: A42 – A52

Gate B: B64 – B75

Vendor Registration and Set-up Time for Friday **1:00pm-3pm**

Booths:

Gate A: A35 – A41

Gate B: B53 – B63

Vendor Registration and Set-up Time for Friday **2:00pm-4pm**

Booths:

Gate A: A01 – A13

Gate B: B01 – B13

Vendor Registration and Set-up Time for Friday **5:00p.m.**

Booths:

Gate A: A18 – A21

Gate B: B24 – B27

Gate A: A22 – A25

Gate B: B33 – B39

Vendor Registration and Set-up Time for Friday **6:00p.m.**

Booths:

Gate A: A14 – A17

Gate B: B14 – B23

Gate A: A26 – A28

Gate B: B28 – B32

Gate B: B40 – B42

*Gate A and Gate B will be **CLOSED** on Saturday, the day of the event.

* On Saturday vendors will be required to park in designated areas and walk items to the show. Vendors will not have access to main entrance/back parking lot at any time.