



Ascension Dance Contest Saturday, March 4, 2023

*Hosted by the
Tompkins Crimson Cavalettes*

BOOTH RULES

Please help us maintain a quality show about reviewing and abiding to the following:

1. **Disclaimer:** Neither Katy ISD nor the Tompkins High School Crimson Cavalettes Dance Team Booster club accept any responsibility for changes to the school facility that could affect the dance contest, such as physical damage construction or admission decisions.
2. **Competition Staff:** Our entire staff is a group of adult volunteers as well as students from the school who are donating their time to benefit Tompkins Crimson Cavalettes Dance Team. We request that you treat the volunteers kindly and please address any concerns or issues directly with the vendor chairpersons. All vendors should plan accordingly since volunteers are limited
3. **Contest Identification:** To help identify vendors from the general public, we will provide a separate identification bracelet. Each vendor will be provided two bracelets for each booth rental which must be worn openly at all times. Contest staff will be wearing badges, so they can be easily identified by vendors needing assistance.
4. **Vendor Times:** Teams begin arriving at approximately 7:00 a.m., and the first dance begins around 8:00 a.m., on Saturday morning. Vendors are encouraged to be open for business at the start of the competition. At a minimum, vendors are expected to be open to the public between 9:00 a.m. and 5:00 p.m.
5. **Setup Options:** Vendors will be allowed to set up at the following times:
 - a. Friday night from 4:00 p.m. - 7:00 p.m. Note: The building is not monitored at night
 - b. Saturday morning from 7:00 a.m. - 8:55 a.m.

*****All vendors are required to check in at the front desk to confirm booth assignment. Please enter through the main doors of OTHS in front of the circle drive off of Falcon Landing Boulevard.**

6. **Booth Location:** Booth location or assignment can be changed due to uncontrollable circumstances in the school. If changes are required, the contest chairman will work with you to address the change.
7. **Teardown:** Please do not begin to tear down until 5:00 p.m. on Saturday. We also would like to request that you leave your booth location in the same condition that it was in when you arrive and please remove all items that you brought with you as well. All booths should be cleared and clean by no later than 8:00 p.m.
8. **Indoor Booth Options:**
 - a. *Option 1: Vendors \$150-* these spaces are reserved for vendors selling products, such as clothing, jewelry, Handbags, and candles and the like. If needed, access to electricity and a 6-foot table with two chairs are provided per booth. Booth spaces are approximately 6 foot X 12 foot; however, there are a few exceptions to booth Dimensions based on building design, safety devices, and traffic flow consideration. All vendors are expected to operate within their designated area.
 - b. *Option 2: Indoor food Vendors \$150-* these spaces are reserved for vendors selling food products, such as cookies, smoothies, ice creams and the like. If needed, access to electricity and a 6-foot table with two chairs are provided per Booth. Booth spaces are approximately 6 foot by 12 foot; however there are a few exceptions to booth dimensions based on building designs, safety devices, and traffic flow considerations. All vendors are expected to operate within their designated area.
9. **Booth Construction:** All booths must be safely constructed and not constitute a hazard to staff or the general public. No tables, chairs, or displays are allowed to block any exits or aisle. All fire & safety devices must be clearly accessible and visible at all times. Walkways must remain clear at all times, and you may not demonstrate products in any aisle or walkway. No Nails, screws, or Staples may be put in the walls, floor, or ceiling. You must bring your own booth equipment and display or item that is unsafe must be removed immediately. All vendors will be provided with a 6-foot table and two folding chairs. We recommend that you cover all tables used on the day of the event with cloth reaching to the floor length so no boxes or supplies are showing. This will also help make your area presentable and more secure.
10. **Electrical System:** all electrical cords should be 12 gauge or better and grounded. No electrical cords may cross a walkway without a vendor committee approval and being properly secured. Vendors are expected to use a quality power strip that meets state codes. Please do not use large spotlights, halogen, quartz lighting, or heavy equipment.

- 11. Security:** vendors are responsible for protecting their property from damage or loss. Someone must be present at your display during published hours. Katy ISD security guards will be on site during these hours, as well.
- 12. Prohibitions:** no smoking, drugs, alcohol beverages, weapons, ammo, knives, or pets permitted on school grounds at any time per local and state laws. Offensive language, material, and behavior is strictly prohibited by school policy, and violators will be asked to leave the premises immediately. We reserve the right to close booths found to be inappropriate by the Crimson Cavalettes Booster Club.
- 13. Payments Options:** Total Amount Due is **\$150.00 to rent/secure a booth by February 21, 2023.**
- Online payments can be made on our website at <https://www.crimsoncavalettes.org/vendors-application>