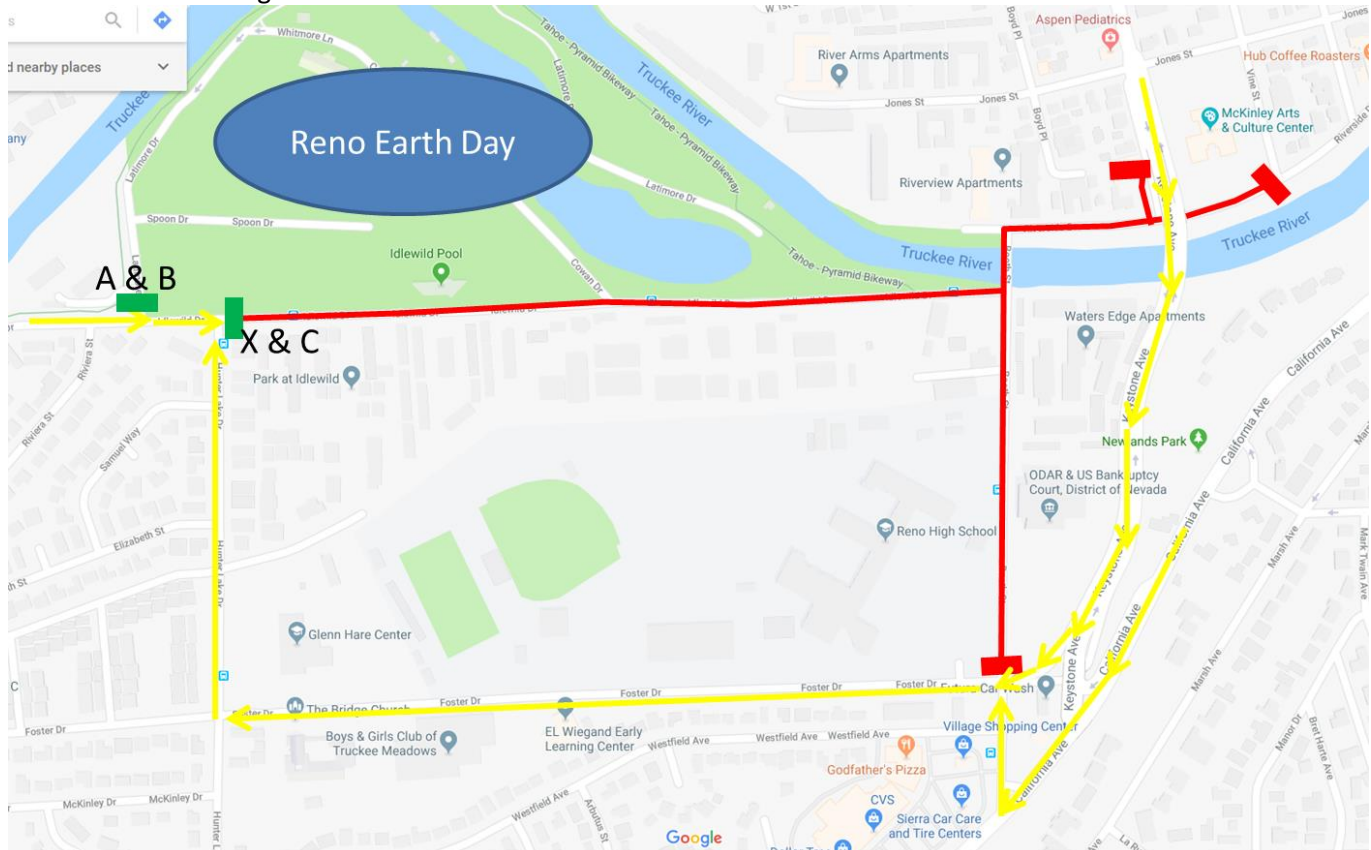






2018 Reno Earth Day Exhibitor Instructions

Only **SEVEN GOLDEN POINTS** – please read thoroughly! The event opens to the public at 11:00 am, but if you are set up early, many of the over 1000 morning event participants will peruse the booths. You may begin your activities/sales as soon as you are ready.

- 1) ROAD CLOSURES** – Riverside, Booth and Idlewild Dr. will be closed near the park. You **MUST** access the park from the North (go over the Keystone Ave. bridge and exit to Booth or California Ave.) or from the West (Idlewild eastbound). From California Ave. go south on Hunter Lake Dr. – or south on Booth and take Foster Dr. to Hunter Lake.



-  = Road Closed
-  = Road Block
-  = Gates to Access Park
-  = Routes to get to park.

The Green Gates will have a list of all Exhibitors to allow access.

- 2) Arrival Times** – The times give are for **Loading Zones** only. If you do not need a Loading Zone closer to your spot to unload, you do not need to worry about the scheduled times. One exception is Gate X-If you are assigned to Gate X, your arrival time must by 9:00am. For other Gates, you may arrive at the park at any time after 6:30am, park in your designated lot and set up at any time in your booth space. However, if you intend to use the Loading Zones (closest pavement spots available to unload), you must adhere to the scheduled times. You may arrive EARLIER than your scheduled time (**but no earlier than 6:30am**). However, if you come later than your scheduled time, you will need to park in the designated lot and cart/carry. Loading zones close for access at 10:15 and are firmly cleared and closed by 10:45am.
- 3) GATES** – These are the access entrances to the park. The attached list shows you which gate you should enter to access your Loading Zone. Gates are named the same as the Loading Zone this year: A, B, C and X. Gatekeepers will check you in by ensuring you are on the list – Please give them the name of the **Booth Name** as put on your application. It may help if you also give your company/organization name as well. Gate lists are alphabetical by booth name. If there is an

issue, try variations such as Girl Scouts vs. Sierra Nevada Girl Scouts, or Nature Conservancy vs. The Nature Conservancy, etc.

Gate Keepers will direct you to the proper Loading Zone or Parking lot as applicable. They will also give you **1 Parking Pass per organization** to park in the park, and mark it with your booth number. This should go on the dashboard of the vehicle (if any) you are parking in the park. If you have multiple vehicles entering for unloading, they may use the loading zones, but only **1 vehicle can park in the park or on Idlewild Dr.** Extra vehicles must park at Reno High School. If you still have registration details to complete, the Gates will direct you to Gate X to complete paperwork, payment, get your booth assignment, etc.

4) LOADING ZONES—Loading Zones (LZ) will be the closest pavement to most of the booth spaces. LZ time assignments must be kept in order to give all 400 vehicles the opportunity to use them within the 4 hour window. No one is required to use the LZ's, but if you do, these 3 rules must be followed:

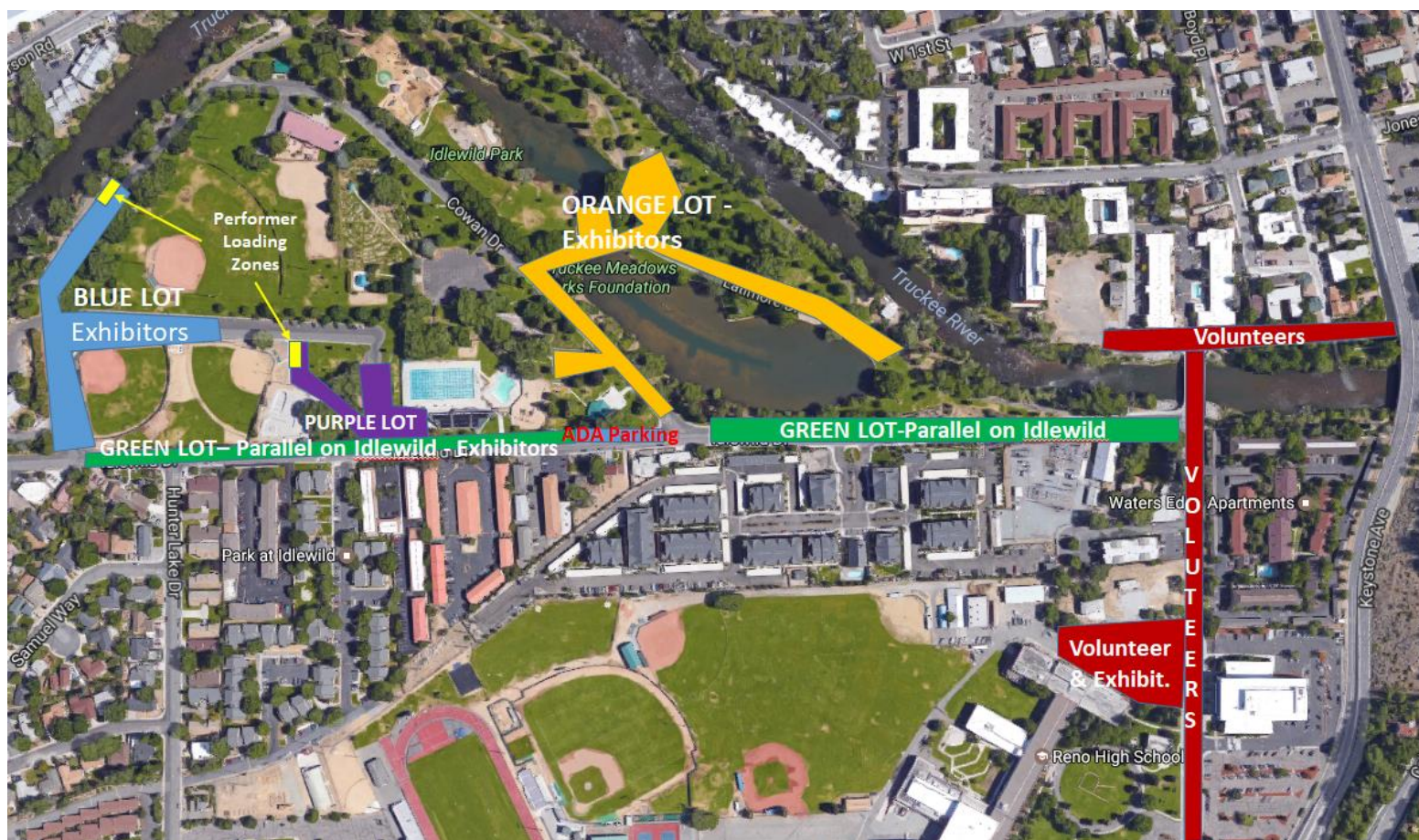
- a) The CURB is reserved for food trucks and booths that will be located there. Steelcades will be running along the curb wherever booths are planned. The LZ is the area behind the steelcades; please do not move steelcades.
- b) No vehicles may be left/parked within the LZ areas for more than 30 minutes. LZ's are for unloading only, not for setting up the booth. Please unload as quickly as possible and remove the vehicle to designated parking areas. There will be teams to help unload and move your items to booths in the middle of the grass, including a dedicated flatbed cart for each LZ. No LZ is designated parking – All LZ's have exhibits planned in the space.
- c) Do not keep your vehicle idling while parked in the LZ – Idle Free at Idlewild.

The LZ will take the license # of every vehicle entering the LZ. Each LZ volunteers is assigned 3 vehicles at a time to guide to their booth spaces, help unload and make sure your vehicle is not parked in the LZ for more than 30 minutes. LZ's will give you a dashboard index card (separate from the parking pass) with your booth number on it, which should remain on the dash at all times the vehicle is in the LZ. You may bring extra vehicles for transport/loading out, but only 1 vehicle may be parked within the park or on Idlewild Dr. Additional vehicles may be parked in the Reno High School lots 1/2 block away.

NOTE: Loading Zones do not REOPEN for take down until 6PM.



- 5) **PARKING**—Each exhibitor has been given a designated LOT for parking, shown on the maps by color. ONLY Exhibitors are parking inside the park this year and on most of Idlewild Dr. Idlewild Dr. is ideal for parking longer vehicles and trailers. If you need directions to your designated lot, please ask a Gate Keeper. Because parking is so limited – if you are able to park at Reno High, it is very helpful!



- 6) **SET UP** – Please be diligent about the Park Rules –
- a) no stakes/pins & no rugs/tarps on the grass
 - b) no tying anything to trees/foliage,
 - c) weight your canopies down with water, bricks, sand bags-whatever you have
 - d) No driving on any part of the grass for any reason
 - e) NO beer or alcohol of any kind in the park except the licensed service on our permit
- In addition to your LZ helpers, each area has a **Set Up Area Manager (SUAM)** dedicated to helping you find your spaces, solve issues, give directions and answer questions. You SUAM is noted on the attached list.
- 7) **CHECK OUT** – We ask that you keep your booth up until the event closes at 6pm. However, if you do start taking down early, remember the Loading Zones do not re-open until 6pm firm. Do not drive any vehicle into or out of a loading zone before the event closes. If this is an issue, please let us know so we can relocate your vehicle/booth to the edge of the event for safety.

If you are selling anything, you must turn in your NV Sales Tax form to the Volunteer HQ behind the Building before leaving.

Please make sure all event waste goes into the proper recycling bins – Recycling Stations will remain open until 7pm. NO GREASE may be dumped in the park. Wastewater may be dumped in our graywater basin.

Simple and Straightforward! – Let’s have an amazing event!