



Old Bill's Booth Hosting Guidelines

Overview

- 10x10' booth spaces are assigned by nonprofit service area: Health & Human Services, Civic, Arts & Culture, Education, Conservation & Environment, Animals, and Sports/ Rec.
- Your organization's booth number confirmation, drop-off time, and drop-off location will be available on Tuesday, September 2nd.
- **Friday Evening Booth Drop-off**
 - You may drop off your booth materials on Friday evening from **4:30pm – 5:30pm at Drop-Off A**. Please ensure your booth materials will not fly away, do not pop your tent up fully. Keep supplies in a tidy weatherproof pile on your booth location in the field. Volunteers will help you find your booth location.
- **Saturday Morning Booth Drop-off**
 - Booth materials drop-off time and location is based on booth number
 - Booth materials pick-up happens at the same location where you dropped off.
 - **Drop-Off A on WEST side of JES: Corner of E. Gill & N. Willow**
 - **Drop-Off B on EAST side of JES: Corner of N. Jean & E. Gill**
 - **Drop-Offs A&B close promptly at 8:00am.**
- **Drop-Off A Vehicular Flow:** eastbound on E. Gill, turn into Jackson Elementary School in the car rider loop, unload, then follow the loop to exit westbound on E Gill
- **Drop-Off B Vehicular Flow:** northbound on N Jean St, turn left into the Bus loop on the east side of Jackson Elementary School follow the loop then exit south on N Jean.
- **Drop-Off locations are for loading/unloading only; no parking. Willow St is closed to through traffic.**
- Booths should be open to the public by 8:30am. Breakdown begins at 12:00pm.
- This is a **Zero Waste Event** – do not have trash or recycling receptacles at your booth – all discarded material should be directed to the Zero Waste Station, please see the Zero Waste section below for more information.
- Bring everything needed for display, e.g. tent, table, chairs, signs, easels, organizational literature, etc. Please bring a small trash can and clean up around your tent post-event.
- Plan for inclement weather! A rain fly, paperweights, towels, etc. are recommended.
- Electrical power is not available to booths.

Ground Rules

- **No driving on the event site at any time, including during booth breakdown.**

- **Booth drop-off locations are for loading and unloading only.** Booth hosts may not leave their cars at drop-off locations longer than the unloading process. Please drop items at your designated drop-off location at your designated time, then go park. When you return, haul your items to your booth spot. *Do not leave your car at the drop-off location while hauling items to your spot.*
- No early birds for safety and towing reasons.
- **NO PARKING** on closed streets, S Willow, N Jean, or E Deloney
- **PARKING IS OK** at the Home Ranch lot, Deloney Lot, or surrounding downtown streets (unless indicated otherwise by street signage).
- Contents of your booth should be consistent with your Use of Funds. Programs ineligible for Old Bill's should not be advertised at your booth.
- Booths may not display religious or political materials.
- Do not accept donations at your booth; instead, direct donors to the Donations & Information booth on west side of JES fields
- Nothing may be sold at your booth.
- Booths may give away pre-packaged, non-perishable food. Please contact Teton County Public Health for additional information on serving food to the public.
- No confetti or balloons for environmental and clean-up reasons.
- If you would like to bring live animals, please notify Maeve Stewart. Plan to supply your own volunteers, leashes, and bags for poop pick-up.

Tips

- Be creative and interactive. The most successful booths are those with an activity, or at least a person to chat with.
- Fill out [this form](#) if you have an activity that you want promoted by our team.

Zero Waste

- BYO water bottle and/or thermos for hot beverages.
- All discarded material (trash, recycling, compost etc.) should be directed to the Zero Waste Station.
- If you can avoid printed materials, do it! Consider a QR code that leads to online content. If you are providing handouts, try to use unbleached paper, print double-sided, and avoid fluorescent paper and other materials that cannot be recycled in Jackson.
- Use reused or recycled materials to create your booth exhibit and activity. Upcycling is amazing if you can do it!
- Use local resources if possible. Supporting small businesses in our community has a ripple effect that reduces your carbon footprint.

Date Reminders

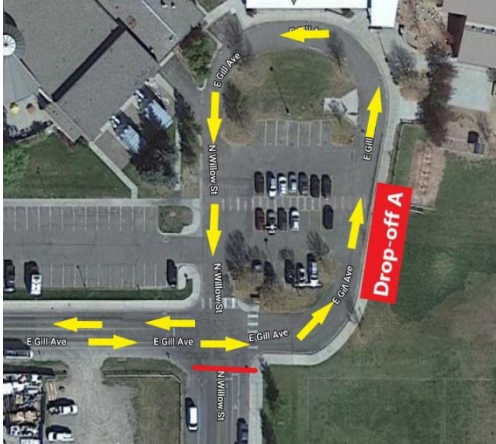
- Saturday, September 6: Old Bill's Fun Run at Jackson Elementary School Fields

- Friday, September 12 at 5:00pm: Close of Old Bill's giving season
- Wednesday, October 22 from 4:30-6:30pm: **Mandatory** Old Bill's Awards Party & check pick-up at the Center for the Arts.

Booth Hosting Contacts

- Please contact any of the following Old Bill's representatives with questions or changes:
- Special Event Officer: Maeve Stewart at mstewart@cfjacksonhole.org or 307-739-1026
- Run Committee Booth Captain: Amy Goicoechea at amy@artassociation.org

Drop-off A Vehicular Flow



Drop-off B Vehicular Flow

