Old Bill's 2026 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 8th.
- Each organization will be assigned a specific drop-off window based on booth location and number. Please arrive only during your designated drop-off time to avoid congestion.
- **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 7:45am.**
- **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 8:00am. 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 a 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 clean up around your tent post-event.
- Plan for inclement weather! A rainfly, 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 set up/breakdown. Materials must be carried in and out to designated drop off/pick up areas.**

- **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 this means organizations may not arrive before their assigned drop-off window.
- **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 (the approved purposed for which your organization receives Old Bill's funding). 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.
- Organization wishing to bring live animals must receive approval from Maeve Stewart prior to the event. Plan to supply your own volunteers, leashes, and bags for poop pick-up, if needed.

Tips

- Be creative and interactive. The most successful booths are those with an activity, or at least a person to chat with.
- There are a lot of booths this year, please be mindful of how much space your activity takes up outside of your booth (KEEP IT TIGHT).

Zero Waste

- BYO water bottle and/or thermos for hot beverages.
- All discarded materials (trash, recycling, compost etc.) should be directed to a 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.

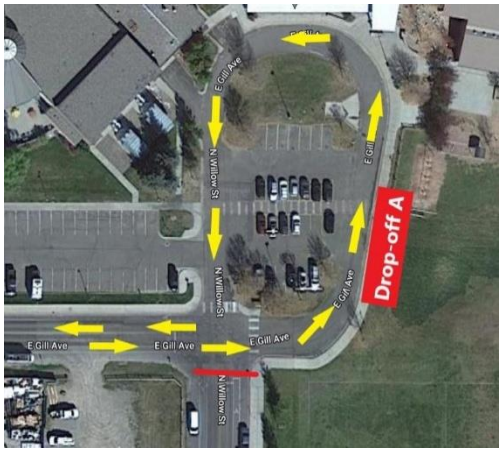
Date Reminders

- Saturday, September 12: Old Bill's Fun Run at Jackson Elementary School Fields
- Friday, September 18 at 5:00pm: Close of Old Bill's Giving Season
- Wednesday, October 28 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:
- Chief Marketing Officer: Anne Bradley at abradley@cfjacksonhole.org or 307-739-1026 for event logistics, booth changes, animals, accessibility
- Run Committee Booth Captain: Amy Goicoechea at amy@artassociation.org for booth location
- **Donations & Information tent: Day-of booth questions**

Drop-off A Vehicular Flow



Drop-off B Vehicular Flow

