



## 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 is available at [oldbills.org/booths](http://oldbills.org/booths)
- **Friday Evening Booth Drop-off**
  - NEW this year, you may drop off your booth materials on Friday evening from **4:30pm – 6:30pm at Drop-Off A**. Please ensure your booth materials will not fly away. 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 is based on booth number:
    - **Booths # 1-10 & 110-136 at 7:00am**
    - **Booths # 11-40 & 90-109 at 7:15am**
    - **Booths # 41-60 & 76-89 at 7:30am**
    - **Booths # 61-75 at 7:45am**
  - Booth material drop-off location is based on booth number. Booth materials pick-up happens at the same location where you dropped off.
    - **Drop-Off A for booths # 1-70 on WEST side of JES: Corner of E. Gill & N. Willow**
    - **Drop-Off B for booths #71-136 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.
- 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 Suzanne Rees. 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.
- [Complete this form by September 3 to share booth activity information.](#)
- Please help reduce the event's environmental impact by limiting handouts and other disposable items. BYO water bottle and recycle materials during/after the event.

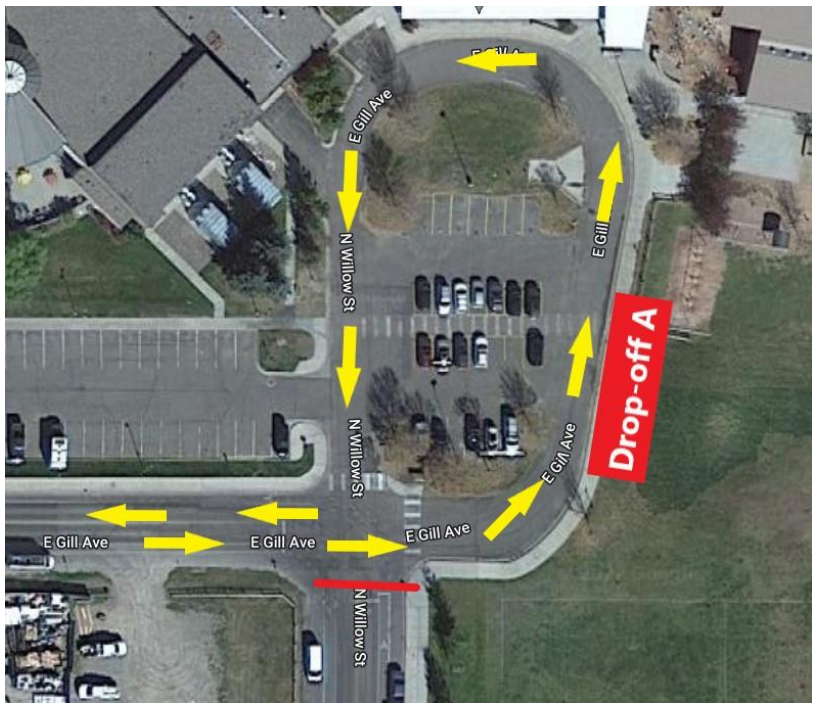
## Date Reminders

- Saturday, September 9: Old Bill's Fun Run at Jackson Elementary School Fields
- Friday, September 15 at 5:00pm: Close of Old Bill's giving season
- Wednesday, October 25 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:
- Old Bill's Coordinator Suzanne Rees: [srees@cfjacksonhole.org](mailto:srees@cfjacksonhole.org) or 337-344-8309
- Run Committee Booth Captains [Laura Soltau](#) or [Amy Goicoechea](#)

## Drop-off A Vehicular Flow



## Drop-off B Vehicular Flow

