



SPONSOR INFORMATION VOLO

ABOUT WESTWORD MUSIC SHOWCASE

Date: Saturday, September 10, 2022

Venue: Mission Ballroom Outdoors

Time: Gates open at 12:00 pm – Programming until 11 pm

Your Load In Time: 9:00 am

BOOTH SPACE

1. Vendor booth space will come standard with the following items:
 - (1) 10x10 Space – *Please bring your own tent*
 - (1) 8 ft table
 - (1) black linen for the table
 - (2) CHAIRS
2. Booth placement will be assigned by Westword staff. Westword reserves the right to change booth placement at any time.
3. Vendor to provide:
 - Tent
 - Table top decorations and signage
 - All items to secure/hang decorations
 - Staff to work your table
 - Power strips/ extension cords
 - Carrying crates & boxes for load in & out
 - Sales Tax License number (if selling product on site)

ABSOLUTLY NO DUMPING of anything outside of a trash can location.

STAFF WRISTBANDS AND TICKETS

Staff working the event will be required to check in at the Vendor check-in area to receive a staff wristband. Wristbands must be worn for the duration of the event. You will not need a ticket to gain admittance to the event, if you have a staff band.

Your additional event tickets will be emailed to you. The email will come from AXS. Please check your spam if you do not see the tickets come through.

LOAD IN & OUT

Load In:

- Your load in time: **9:00 am Saturday, September 10**
- All vendors must check in at the 'Unloading and Loading Zone' to receive table assignment and supplies.
- **All staff must be in place by 11 am at the latest! Doors open at 12:00 pm.**
- Please bring a dolly or rolling cart to move your goods/products.
- During your load in time please drop off of your items and move your car. There will be volunteers to watch your goods/products while you are parking and then direct you to your sponsor area.
- Vendors are able to drive into the festival area and unload. Vehicles may enter through the specified entrance areas only (see map attached). Please drive in, unload materials at your tent/space and promptly move your vehicle out of the festival area.
- Access for vendors to enter the site will be closed to all vehicles at 10:45 am. No vendors are permitted to drive onto the festival site after 10:45 am. Any vendors arriving after 10:45 am will need to carry items to their tent/space.
- **All vendors/sponsors need to be set in place by 11:00 am.**

Load Out:

- Music ends promptly at 11:00 pm; all vendors must be prepared to load out after the festival. The police will determine when vehicles will be allowed to enter the site. All vehicles will enter from the North side of the festival at 41st and Brighton. Teardown begins immediately and we will work fast to return our festival area to its original state. Your timeliness in clearing out your area is much appreciated.
- Tear down is not permitted prior to the event ending at 11 pm.
- **Unless previously arranged all items must be removed by 12:00 am.**
- Westword is not responsible for any items left onsite.

ELECTRICAL & INTERNET SERVICE

All booths will be equipped with electrical capabilities. However it is advised to bring extension cords and power strips. No Internet is available for this event. If you have special electricity requirements that you have not submitted to us, please send that over ASAP.

CONTACT

Main On-site Contacts

Jennifer Robinson - 214-783-4795 - jennifer.robinson@voicemediagroup.com

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