

The Do's of WOOFstock 2018

Prescott Valley Civic Center Amphitheater

7501 E Civic Circle Dr. Prescott Valley AZ 86314



Saturday June 9th 10AM - 3PM

1. DO send these instructions to all that will be attending to represent your organization. Help them be informed.
2. DO report to your designated unloading area to check in BEFORE you start setting up. (See map below)
3. DO plan to be completely set up by 9:30AM. **Set up starts at 7AM. Teardown BEGINS at 3PM** (Not Before)
4. DO pick up your show paperwork when you check in. Your event permit will be inside.
5. DO unload your vehicles quickly and move out of the unloaded area. (Volunteers will be on hand to chase you.)
6. DO plan for strong wind. Weights (water jugs or other) and 8" tent stakes are both good ideas...
7. DO plan to bring canopies, tables, tablecloths, chairs, signage and your materials.
8. DO set the front of your booth in the proper direction for your location. All should face the aisle.
9. DO plan your booth layout and needed hardware, furnishings, Etc. before you come, it makes set-up easier.
10. DO keep the white booth marker, that marks your booth, as someone will be around to pick them up.
11. DO set up right next to your neighbor, to create a continuous line of booths. (Rescues, leave space as normal.)
12. DO be sure that your area is visitor friendly; (inviting, neat, hazard free and well signed).
13. DO be mindful of your neighbors' view, booth sides taller than 36" are not allowed. Booth backs are fine.
14. DO take time to look at the event map so you can answer attendees' questions, as they visit your booth.
15. DO consider a giveaway, register to win or raffle. (It gives you 45 additional seconds to startup a conversation)
16. DO keep your area free of trash, especially food type refuse. Receptacles are located around the grounds.
17. DO remember sun screen, chapstick, paper towels, water, water bowls, hats and sunglasses.
18. DO take time to experience the event for yourself.
19. DO call me with questions 928-925-2676. Before or during the event.
20. DO mark your calendars for the 12th annual DOGtoberfest Sunday October 7th, 2018 -Watson Lake Park Prescott.

Check-in for all sponsors is Booth #1 – Check-in for Rescues is by the statue on Lakeshore Dr.

Unloading Areas – There are two unloading areas.

SPONSORS - unloading is the north sidewalk of the Civic Center, off Civic Circle.

RESCUES - unloading is on E. Lakeshore Dr. (the right lane will be closed for unloading.)

Those in your party who do not have items to unload need to park in the area to the west of the library, then join you at your unloading location. Vehicles need to be moved before beginning your set-up.

