



EXHIBITOR LOAD IN KIT

Windermere Spring Fest 2015

We are delighted that you have decided to join us at Windermere Spring Fest 2015 - Central Florida's only Luxury Lakefront Lifestyle Festival. On behalf of the Rotary Club of Windermere, we're looking forward to a great event. Your LOAD IN KIT contains all the details for load in, execution and strike, as well as tips on making the most of your event experience.

Helpful Links

The following links are updated regularly and you can feel free to share them on social media as well as to cut/paste any copy from the website in promotion of your involvement in the event.

- [Schedule of Events](#)
- [News Coverage](#)
- [Meet the Event Sponsor and Exhibitors](#)
- [Meet the Charities](#)
- [Visit online Payment Center to Download Receipt and 501c3](#)

The Venue



The Rotary Club of Windermere is honored to be partnering again this year with OUC's [The Pines at Windermere](#), also known as Camp Down because of its unique location on the iconic Lake Down. For your navigation system, please enter: 3409 Maguire Road in Windermere, Florida 34786

Wi-Fi Password: admin 1234

Day of On Site Contacts:

Stephen Withers	321.945.2501	sewarch@hotmail.com
Paula Wyatt	321-946-6565	paula@poshableevents.com

Load In

Load in for boats, RVs, cars and tents 20x20 and larger is scheduled for Thursday, April 16th from noon to 6pm, Please contact us to schedule your exact time.

Load in for 10x10 spaces is Friday between noon and 5pm or Saturday morning 6am to 8:30am. Please note load gates will be closed at 8:30 and no additional loading will be available as we prepare for 9am show time. To note must be cleared Friday night 5pm by for a [private event](#), tickets are still available if you would like to join us.

Stephen Withers sewarch@hotmail.com 321.945.2501

Parking

Sponsors, Exhibitors and volunteers do not have to pay for parking. Please tell the attendant who you are and what company or organization you represent. We ask that all Exhibitors unload as quickly as possible and move their vehicles out of drive loop. We must keep the drive open. There are 25 parking spaces reserved for Exhibitors along the Service drive south of the property. These will be on a first come first serve basis. After they are filled we will ask exhibitors to park on the far north side of the site and parking attendants can direct you to that location.

Security

The venue will be locked each night and we will have security on site from 9pm on Thursday night to 9am on Monday.

Getting Electric to Your Tent

As with many outdoor venues, electrical is limited. Please let us know your electric requests at your earliest convenience. In an effort to maximize the contributions to our Charity Partners, we will evaluate all requests and do our best to provide free electrical for all vendors who require it.

Tents and Tables

If you will be utilizing a tent and table as part of your exhibitor or sponsorship agreement your placement at Pines at Windermere will be determined by the Rotary Club of Windermere in conjunction with the event. If you are receiving a tent from the Rotary, they will also include one six foot table with black floor length linen and two chairs.

As the Rotary has a limited supply of tents and tables, we are also offering the following options:

1. Bring Your Own Pre-Authorized Tent

You can bring your own tent. Please forward specs of your tent along with a picture of tent for approval

2. Rent a Tent

We have selected Kirby Rentals as our Tent Provider. All orders are to be organized through the contact below. To note you will work directly with Kirby to select and pay for tent. Your tent will be added to the Spring Fest master order and we will oversee installation and tear down per your confirmed space.

Jeanette Seymour: jeanette@kirbytent.com 407-422-1001. (Mention Spring Fest 2015.)

3. Rent a Table

We have selected Orlando Wedding and Party Rentals as our table and linen provider. All orders are to be organized through the contact below. To note you will work directly with OWPR to select and pay for table, chair and linen. Your items will be added to the Spring Fest master order and we will oversee installation and tear down per your confirmed space.

Darrin Shifrel: darrin@orlandoweddingandpartyrentals.com. 407-595-1065 (Mention Spring Fest 2015.)

Preparing Your Area Saturday Night

On Saturday please remove all items from the tent that would not fare well with the moisture. We suggest that you remove your black linen (provided by Rotary) and secure overnight in doors and return in the morning.

Tips for a Great Event!

This Welcome Kit provides an overview of the event logistics and marketing and includes some creative ideas and suggestions on ways to help you make the most out of your investment with this event.

- Visit our online payment center to [Download and pay your invoice](#)
- Visit www.windermereevents.com for all the latest event information.
- [News Room and Confirmed Press](#)
- Post on your social media; feel free to use any pre-approved copy and images from the website.
- [Download Event Docs – 501c3, Contract, Kits, Etc.](#)
- Like the [Rotary Club of Windermere Facebook page](#)
 - [Facebook Event – Saturday & Sunday](#)
- [Meet the Charities](#)

Strike

For 10x10 areas, please plan to exit event by 7pm on Sunday. There is additional tear down time for boats, RVs and cars on Monday between 7am and noon.

Check List

1. Please email Kailyn@poshableeventsorlando.com to confirm your tent and table option and if you need electric.
2. If you are loading in boats, cars or RV's advanced load in can be scheduled through **Stephen Withers**
sewarch@hotmail.com 321.945.2501