

Please review this complete list of Mall rules. Please familiarize yourself and your staff and volunteers with this information. We look forward to a wonderful and exciting day. Please contact the CASA office if you have any questions at 779-5361.

CYD Mall Rules

January 28, 2012

- Set up begins at 8:00 A.M. All tables and display areas **must be completed by 9:30 a.m.**
Unoccupied tables will be taken down by 9:45 a.m.
- 1. All tables and display areas **must** be manned at all times throughout the day until 9:00 p.m.
- 2. Break down begins at 9:00 p.m. **You may not begin breaking down until 9:00 p.m.**
- 3. **When you break down your display area, please bring your table, chairs and table cloth to the center court before you leave.**
- 4. All trash must be removed and placed in the trash compactors located outside the service entrances.
- 5. Do not eat at your table or display area. Please use the food court for meals.
- 6. All signs must be professionally produced (no hand-written signs are allowed).
- 7. All supplies, materials, and display items must be brought in through the back delivery doors. Exhibitors and/or participants **CAN NOT** use the main mall entrances to deliver or remove their supplies or materials. If an exhibitor and / or participant is seen by Mall staff bringing in supplies through the main mall entrances, Mall staff will require the exhibitor and / or participant to exit through the main mall doors and go around and enter through the back delivery doors.
- 8. Tables **CAN NOT** be moved and participants **CAN NOT** re-locate their table or display area. Mall personnel have the final word on all issues.
- 9. All exhibitors / participants are expected to cooperate with any and all requests made by mall personnel. Remember, we are not paying for this opportunity to advertise our services or activities. WE are very fortunate that the Flagstaff Mall staff believes strongly in our efforts to support the youth of the community.
- 10. All boxes, coats, sweaters, and jackets must be stored under the table. The tables **CAN NOT** be used as "coat hangers".
- 11. Mall promo doors will be opened from 8:00 am to 9:00 am on Saturday, January 28 for vehicles (approved in advance) to enter the mall, and re-opened at 9:00 pm for vehicles to exit the mall.
- 12. The representative of each participant /exhibitor is responsible for informing their volunteers or representatives of the above mentioned rules.
- 13. **Absolutely NO Sales of any kind, this includes no raffle tickets and no fundraising!**
- 14. Balloons and helium will not be permitted, there will be no exceptions to this rule.
- 15. Balloons used to decorate **ARE NOT** to be distributed. They must stay on the chairs or tables.

The above rules are intended for all exhibitors/participants and their representatives. There are no exceptions.