



HOW DO I SET UP MY TABLE FOR VENDOR EVENTS?

For every event you should have a banner stand, flyers, a check in sheet, a bowl for candy, tablecloth, candy, and at least two plastic brochure holders.

Banner Stand Set Up: Take the base out of the bag, spread it out so that it is fully extended. Take out the two poles, put them in pole holes. Unroll the vinyl sign, put sign holes on the poles. Repeat for the bottom, you may have to extend at the bottom to make it fit.

You **MUST** get people to sign up on sign up sheet so that we can communicate with them, name, email, and cell phone.

Email sign in sheet to admin@victorykidsports.org when you are done with your event.

