



## VOLUNTEER/VENDOR GUIDELINES

Hello,

Thank you for working with us as a vendor and/or volunteer for the 18<sup>th</sup> Annual Baron P. "Deuce" Braswell II Run/Walk Against Teen Violence and 3<sup>rd</sup> Annual Mascot Run. We know the true energy on race day stems from the volunteers and vendors that show up to make this day happen.

The morning of the event is usually a busy time. Our volunteers support a multitude of roles on race day. We begin setting up at 05:00 am or earlier. On-site race day registration for the youth 1-mile run and 5K run/walk starts at 06:30 am. So, members of the race committee and volunteers need to be on-site and ready to meet our guests.

**Volunteers:** We are asking volunteers to arrive no later than 5:00am. Check-in with your volunteer leader. **Volunteers register here:** [Volunteers](#)

**Vendors:** We are asking vendors to arrive no later than 6:45am and have their spaces set up *no later than 7:30am*. You can always arrive earlier if you need extra time for set up. There is no cost to non-profit organizations to participate. "For-profit" organizations must either donate \$50 or 10% of their proceeds for the day, whichever is higher, to [The Baron P. "Deuce" Braswell II Memorial Scholarship Fund](#).

**Vendors register here:** [Vendors](#)

Courtland High School is located at 6701 Smith Station Road, Spotsylvania, VA 22553.

Smith Station Road will be closed completely at 08:20 and portions of Smith Station Road will be closed prior to that. There will be traffic/detour signs posted. So please plan accordingly.

The Mascot run starts at 07:45 am. The Youth 1 Mile Starts at 8:00 am and the 5k starts at 8:30. So please arrive early.

**ZOOM MEETING – A zoom meeting is scheduled for Saturday, September 9<sup>th</sup> at 9:30am.**



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**Please review the vendor information for race day:**

### **RACE DAY - VENDORS**

**You will need to provide your own table, chairs and a canopy tent if you desire. The remodeled Football Field is artificial turf, we have been given special guidelines from Rusty Davis, Spotsylvania County Schools, the Onsite Product Manager.**

- **We are not allowed to place tents, tables or chairs on the football field.**
- **We are not allowed to drink colored beverages, especially with red dye on the football field, because it could stain the artificial turf.**
- **We can walk, run and play on the field without stipulation.**

**We will have some primary vendors or race-affiliated canopy tents and tables stationed on the track in front of the stadium bleachers. The canopy tents will be weighted down with tent weights and plywood placed under each tent leg. These stipulations will not apply to most vendors because you will be positioned outside of the track/football area. If you are positioned within the track/football area as a vendor, you will be notified so you can plan accordingly. We will assist you as much as we can.**

### **ARRIVAL**

**We are asking vendors to arrive no later than 6:45am and have their spaces set up no later than 7:30am.** Please feel free to come earlier if you would like. This will allow you time to set up prior to the start of the festivities. Arriving early will hopefully get you into the staging area before too much congestion and traffic builds up.

**All vehicles and vehicles used to unload supplies/equipment must be removed from the staging area by 07:15 am.**

- If you choose to arrive after the recommended time listed above, you will not have access to the main road leading to Courtland High School. You will have to carry your supplies and equipment from the parking lot, because you will not have car access to the primary staging area.
- Once you arrive at Courtland High School, please report to the **Vendor Check-in** tent. The Vendor Check-in tent will be in front of the football stadium entrance. Volunteers



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will be there to assist with any questions you may have, and they will be available to take you to your assigned location.

- Parking for vendor vehicles will be available in a designated area. Your **Parking Pass** is attached. ***A parking pass is required to enter the park during vendor check-in hours. Please open the file and print the parking pass for race day.*** All vendors must have their parking passes displayed on the windshield of their vehicles.

If you have any questions, please do not hesitate to call Dina Vales, Assistant Race Director, at (cell) 540-755-1261, me at (cell) 915-491-6868, or contact us by e-mail at: [braswellrun@gmail.com](mailto:braswellrun@gmail.com).

**My contact number on race day will be my cell phone: 915-491-6868 or contact Dina Vales at 540-755-1261.**

Please take time to visit our website [www.braswellrun.com](http://www.braswellrun.com) and Like us on FaceBook.

Take care. I look forward to speaking with you.

Thank You.

Blessings~~~  
Gwen

Gwendolyn S. Martinez, Race Director  
LTC (ret) USA, CRNA, MHS, RN, BSN  
Baron "Deuce" P. Braswell II Run / Walk Against Teen Violence  
Baron P. Braswell II Memorial Fund