

## **Hello, Eleventh Hour Makers Market Vendors!**

We are *so so* excited for next weekend's show, and we hope you are too! We hope you've already been seeing lots of posters, postcards, banners, and ads around town promoting the event, and we appreciate all you are doing on your end as well!

The show is right around the corner and we have some more important details to share with you:

### **BOOTH MAP & BOOTH ASSIGNMENTS**

The booth map and booth assignments are now up on your [Vendor Resource Page](#). Be sure to have a look at the map so you'll have an idea where you're headed when you arrive for load-in.

### **LOAD-IN**

You've been assigned a specific load-in day, time, and location (Thursday or Friday morning via Public Elevators or Loading Dock). Please review your assignment on your [Vendor Resource Page](#).

**Loading Dock:** You **MUST** be on time for your load-in window. We have designed this to work as a well-oiled machine, but we'll need you to work with us to make that happen! Late arrivals will be redirected to Public Elevators (keep in mind that no hand carts are allowed in elevators after 10am).

#### **Public Elevators:**

- Carts allowed until 10am only; hand-carry after that
- Entrance to public elevators will be from the PAID Parking garage (this is beyond our control, sorry!). Consider re-parking afterward or using free weekend lots on Saturday/Sunday which are within walking distance

#### **Finding Us:**

- From the Loading Dock: Follow directional signs and arrows to our space
- From the Public Elevators: Exit on Concourse Level and look for our Check-In Flag near the open doors (just steps from either elevator set—one faces our doors, the other opens to Midnight Cookie)

**Check-In:** Please check in with us BEFORE setting up your booth. You may unload at your booth while waiting, but do not set up until checked in to ensure you're in the correct spot.

**Friday/Saturday:** Doors will be closing to vendors at 6:30pm. Please plan on having your booth closed down as you would like it for the evening and ready to walk out the door by 6:30 at the latest.

**Saturday/Sunday:** UCU staff will arrive by 11am to give you one hour of booth refreshing time before doors open.

### **LOAD-OUT (BEGINS SUNDAY, 5:00 P.M.)**

Please remember that there is **no early tear-down allowed**, on any of the 3 days.

Once load-out begins, you must break down your booth completely before going to retrieve your car--this will help immensely with bottlenecks in both loading zones!

**Public Elevator:** Because everybody breaks down at a different pace, we anticipate the traffic here should be well-spaced, especially if everybody adheres to the rules of breaking down their booth before beginning to load out.

You may use the elevator even if you used the loading dock to load in initially, and vice-versa.

**Loading Dock:** We ask that you bring ALL items to the loading dock before you retrieve your car. The loading dock can only accommodate 4 cars at once during this time. This will be a bit of a walk from your booth, so we cannot have your car

in that zone while you are going back and forth to your booth to bring more loads. We will, however, have staff on hand to watch your belongings while you shuttle back and forth.

## **PARKING**

For Load-In on Thursday and Friday, if you choose to load in from the parking lot/elevator, you may leave your car there all day (this is a paid lot), or you can choose to move it, though most other lots in the area will also be paid. [More details about the Pacific Place garage here](#). (There is an early-bird special for those arriving before 9:30am!)

On the weekend however you can find [numerous free lots in the area](#). You may need to factor in some walking time back to the show once you park, but to score free parking on the days that you can, it may be worth it!

## **RAW BOOTH SPACE**

We also want to reiterate that this is a **RAW booth space**. Be sure to bring any furniture or display items you'll want to have in your booth!

## **CHECK YOUR RENTALS**

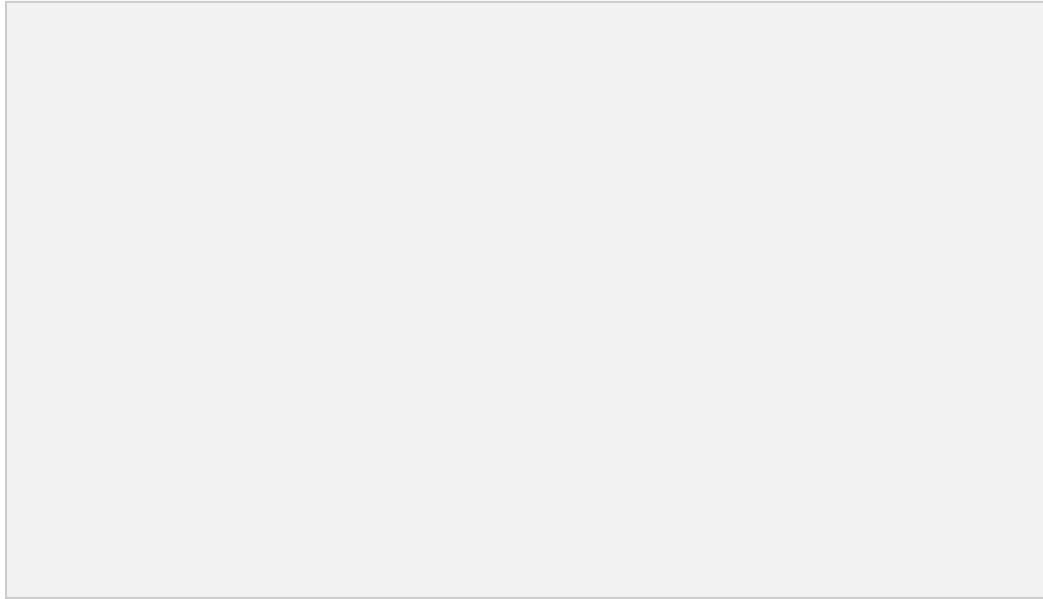
[Here is our list](#) of who has ordered tables and chairs. If you have placed an order, please double-check this list to make sure your name is on it, and let us know if we're missing you!

## **TRASH AND RECYCLING**

Vendors will need to take trash out to the loading dock. You can access it from the freight elevators, but the easiest way may be to walk out the valet area on Concourse and walk to the side of the building (Olive Way)--see the red on the map below. Please ensure that trash is not brought into the common area during mall hours; you will need bring it to the loading dock after the event each night.

## BILLBOARDS

If you've been driving around downtown recently you may have already spotted one of these fantastic billboards that are up all over town!



If you spot one, take a photo and post it to Facebook, X, or Instagram with the hashtag **#urbancraftuprising**, **#eleventhhour**, **#seattle**, and don't forget to tag **@urbancraftuprising!**

## NO EARLY TEAR-DOWN

Please remember that there is **no early tear-down allowed**. Your booth must stay open until the show ends each day. We also want to remind you that, as per our [Vendor FAQ](#), **any late withdrawals at this point are subject to the \$50 penalty fee.**

## SHARE ON FACEBOOK

Please share the [Facebook Event](#) as much as you can in these last couple of weeks leading up to the show! We are thrilled with the following we have on there already but every little bit helps.

## NEW PRODUCT LINES

As you all know, UCU is a juried show. We jury for many reasons but one of the most important is to protect the diversity of products, for you, our vendors! So if you make bags and applied in the bag category but at the show we see that you've brought a wall of soap, we are going to sadly have to ask you to take it all down.

Why? Because we juried our bath & body category with the bath & body applicants in mind, and it wouldn't be fair to them to have more saturation in their category than we've planned on. We also put tons of time into making a map that keeps vendors from similar categories geographically separate, and when vendors show up with unexpected products it really hampers these efforts.

We believe that some healthy competition can make for a great shopping environment, but we are very mindful of oversaturation, particularly in extremely competitive categories such as jewelry, ceramics, candles, etc. So please **ONLY** plan on bringing inventory that was represented on your application. If you have added a new product line since being accepted to the show, or would like to bring something that isn't in line with the other items you make, please email us (with photos) so we can let you know if it's an acceptable addition to your booth. Thank you!

See you soon!

- Kristen, Lindsey & Heather