

Hello, Eleventh Hour Makers Market Vendors!

We're excited for our final event of the year that's coming right up! Here's important information to help you prepare for load-in.

### **Load-In Options**

We were recently informed about some new elements to our load-in options, which means we'll need you to please fill out a [new load-in form](#) this week in order to comply with the building's regulations. Please be sure to submit this form no later than Thursday 12/4.

#### Option 1: Garage Entrance (Public Elevators)

- Thursday OR Friday before 9:30am: Load in from the garage using public elevators. You may carry OR hand cart items prior to 9:30am. Please note that carts are not provided and you will need to bring your own.
- After 9:30am: You may only carry items—no carts allowed on public elevators at this point.

#### Option 2: Loading Dock (Olive Way between 6th & 7th--see attached map)

- Look for the circular "Loading Dock" sign
- TWO assigned spaces available throughout Thursday and Friday--this means it is extremely important that you adhere to your window if you choose this option
- 30-minute time limit per vendor
- Select your time carefully and arrive promptly
- Can accommodate larger loads but requires a longer walk to the venue
- We recommend bringing help to unload quickly

### **Parking Information**

Thursday/Friday: The same garage you will be loading in from is available for all-day parking; keep in mind this is a paid lot. Another option is to move your car to another nearby lot or find street parking and take public transportation back (light rail station is near Pacific Place).

Saturday/Sunday: FREE parking available in many nearby lots (located in Amazon buildings). [See map of free lots here](#). These lots offer free parking after 4pm on weekdays and all day on weekends.

### **Load-Out & Window Display Items**

Load-out details will be coming soon. For vendors who provided window display items, we've hired staff to begin dismantling displays around 4pm on Sunday and will deliver items to your booth. Alternatively, you may come pick these up from the Info Booth if you have a quick tear-down and are ready to head out.

Thanks, and see you soon!

- Kristen, Lindsey & Heather