

## Final Vendor Details

Hello, Edmonds Spring Fest Vendors!

Please take a moment to read this important information about load-in and load-out for this weekend's show.

### **LOAD-IN SCHEDULE AND BOOTH ASSIGNMENTS**

You can now find the load-in schedule and booth assignments on your [Vendor Resource Page](#). We have assigned you to 20-minute loading slots based on the requests you provided. It is very important that you stick to your assigned time slot, so we can ensure that load-in runs smoothly and no bottlenecks are created!

### **LOAD-IN MAP & INSTRUCTIONS -- SEE PDF IN PORTAL**

We have also updated the site map on your Vendor Resource Page to indicate the load-in procedures. Please review the map and instructions carefully before arriving.

Once you find your booth (look for the pink flag in the center of each booth with your booth number on it), please unload your vehicle as quickly as possible, and then **repark your car on the street before beginning to set up your booth**. We ask that you leave the closer parking spots for attendees who will be coming and going and shopping with you all day, and park farther away from the venue if you are able. If you have a simple setup and don't need to drive onto the field, you are welcome to temporarily park your car in the nearby surrounding blocks in order to do so.

### **FOOD TRUCK VENDORS**

Hang tight, your load-in information will be coming separately, very soon!

### **REQUIREMENTS FROM THE CITY OF EDMONDS**

The City of Edmonds would like to ensure that all vendors have read the [South County Fire requirements](#) for outdoor events. Please be sure to do so this week!

### **NO EARLY TEAR-DOWN**

Please remember that there is **no early tear-down allowed**. Your booth must stay open until the show ends at 5:00 p.m. 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.

### **NO SMOKING**

There is NO smoking allowed on the playfield at all.

### **HELPING HANDS**

Because this is a long, yet fun day, we HIGHLY recommend bringing a friend to help you. They can assist with unloading/loading, giving you a break, giving you a chance to say hi to your fellow makers! While we do everything we can to bring in volunteers, it's been harder since COVID. We will have some but feel free to also ask a friend! We do what we can to assist but have a lot of other things to do during the day and therefore can't always accommodate break requests and more.

### **COME PREPARED!**

We have amazing food and beverage vendors but if you don't like to leave your booth much, be sure to bring your own water and food. We do not provide these things for this show so be sure to pack a lunch and a lot of water the night before. There is a water hose you can refill your water bottles with if you need to.

### **TENT WEIGHTS**

This is a friendly reminder that you must bring adequate weights for your tent--**this means 30 lbs. minimum per leg**. Tent weights are mandatory for all of our outdoor shows.

### **NO NEW PRODUCT LINES**

If you make (let's say) stuffed animals and you then decide it would be fun to try out candles and want to bring them to the show, we will ask you to remove them. We jury each show and have several candle makers already. (This goes for any category!) If we didn't see it in your application, please shoot us an email asking if it would be ok to bring OR please don't bring it. Particularly categories like jewelry, candles, accessories, food, and soap are very competitive and saturated as it is. We are cool with a little bit of friendly competition, but need to make sure the products you're selling are the ones we accepted based on your application.

If you run into any emergencies en route to the show that will prevent you from being able to have your booth set up by the time the show opens at 10:00 a.m., please text or call us at one of the phone numbers below:

**Kristen: 206.724.4245**

**Lindsey: 503.488.0022**

**Heather: 360.791.1723**

Thank you for your cooperation on all these points, and we'll see you soon!

- Lindsey, Kristen & Heather