

Urban Craft Market at Derby Days // Load-In Information for Craft Booths

Hello, Derby Days Vendors!

We are so so excited for this show, and we hope you are too! The show is right around the corner and we have some more important details to share with you:

BOOTH INFORMATION

Please find your confirmed load-in time, along with your booth assignment, 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

Please be sure to adhere to your load-in window that you have been assigned. When you arrive there will be UCU staff to check you in and help direct you to your booth. Please take note of where the UCU booth will be as we will have a water station there so you can refill your water bottles. We can also help answer any questions you may have and help booth-sit if you need a break.

6:00 a.m. – 7:40 a.m. | Direct Load-in |

You may utilize NE 85th St to enter the parking lot and drive up to your spot to unload. Please park your car after unloading, *before* you begin setting up.

If you arrive after 7:40 a.m., there will be no access to drive up to your spot, and 85th St. will be completely closed. If you arrive late, you will need to load in from the parking lot (not recommended, it's a long walk and there will be a lot of foot traffic). Please note:

- Vendors may unload their vehicles from the City Hall Parking Garage (8711 160th Ave NE, Redmond, WA 98052). There is an elevator located inside the garage structure. ***Vehicles taller than 7ft will not fit inside the garage. Please contact us if your vehicle exceeds this height***
- You will be responsible for transporting items to and from your booth location via your own hand truck, folding cart, etc.

- Have your items prepared and boxed so they are easy to transport. Bring a folding cart, if possible.

PARKING

When you check in upon arrival you will receive a parking pass from us that you may place on your dash

- This will allow you to park anywhere in the City Hall Parking Garage (8711 160th Ave NE, Redmond, WA 98052).
- Vehicles taller than 7 ft will not fit inside the garage. Please contact us if your vehicle exceeds this height.

LOAD-OUT

7:00 p.m. | Load-out

- Be prepared to pack up and breakdown your tents promptly at 7 p.m.
- **You will not be able to drive up to your booth for load-out.** NE 85th St will be reserved specifically for UCU craft vendors to load out from 7 – 9 p.m.
- **You may retrieve your car and park along NE 85th St once you are entirely packed up**
- You will be responsible for packing up and transporting items to and from your booth location via your own hand truck, folding cart, etc.
- Please be a good team player and only utilize NE 85th St as a **quick loading zone**
- There will be Redmond Volunteers and UCU staff to watch your items as you go to fetch your car, though we do encourage you all to work together and/or bring someone to help out if you are able.

BOOTH REMINDERS FROM THE CITY OF REDMOND

1. The security of your booth is your responsibility. Please ensure your booth is always attended to. Do not leave valuables in your booth. The City of Redmond is not responsible or liable for any damages or missing items.
2. All your items must stay within your booth area. Empty containers, surplus stock, and anything else must be stored inside. Promotional activities must take place inside your booth. No roving is allowed. You will be required to stop producing any sound if it is impacting other booths.
3. Proselytizing is not allowed at Derby Days.
4. Please bring all garbage to one of our bins at the end of the event. Do not leave any items behind.
5. In the event of an emergency, call 911.
6. Portable toilets (free) and food (for purchase) are available onsite.
7. High temperatures are expected. Water is available at the event information booths. Please see the site map on your Vendor Resource page for the locations of restrooms and cooling centers throughout the campus.

ROAD CLOSURES

Please be aware that the following roads will be closed from 8 a.m. to 1 p.m. for the Grand Parade on Saturday, July 25th:

- Ø NE 85th St from 154th Ave NE to 160th Ave NE
- Ø NE 85th St from 161st Ave NE to 164th Ave NE
- Ø NE 83rd St from 158th Ave NE to 160th Ave NE
- Ø 158th and 160th Ave NE from 8200 to 8600 block
- Ø After 1 p.m. NE 85th St from 154th Ave NE to 160th Ave NE will reopen for public access.

AND, A FEW REMINDERS FROM US!

- Please remember that at outdoor shows such as these you are required to have tent weights on all 4 poles of your tent--**a minimum of 30 lbs. per leg.**
- We also want to reiterate that this is an **OUTDOOR show, and a RAW 10'x10' space.** Be sure to bring a tent, and any furniture you'll want in your booth as part of your display, or for you to have a seat while you're vending!
- We'll have some delicious food trucks joining us for this event, but it's never a bad idea to bring a sandwich :)
- For this event we need to ask that all products displayed at your booth be family-friendly.
- Please note that at this point, any late withdrawals or no-shows will be subject to the \$50 late withdrawal penalty fee.
- Lindsey will be on-site for the entirety of the event. Please use the number below in case of an emergency, day-of-show. Until then, email is best!

Lindsey: (503) 488-0022

Thanks so much and we'll see you soon!

- Kristen, Lindsey & Heather