

Urban Craft Market at Derby Days // Load-In Information for Food Booth & Trucks

Hello, Derby Days Food Vendors!

Please read over this information regarding load-in for next weekend, and let us know if you have any questions.

BOOTH LOCATION INFORMATION

Please find your confirmed load-in time, along with your booth location, 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 (FRIDAY, JULY 24TH | 10:30 AM - 1:30 PM)

- Check-in at the Urban Craft Uprising Information Booth (indicated "UCU" on the booth map)
- Food vendor placement is non-negotiable
- **This is the only time you will be able to access your booth location by vehicle**
- Please note all food vendors will need to be set-up and be prepared to open by the time the Department of Health arrives to conduct inspections at 2 p.m.
- **4:00 p.m. | Event Opens to the Public**
- **9:00 p.m. | Food booths and trucks close**

VENDING HOURS (SATURDAY, JULY 25TH | 10:00 AM - 9:00 PM)

- **7:00 a.m. to 9:30 a.m. | Re-stock load-in**

- Vendors may load and 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, but please contact us if any items or equipment are oversized.
- **Food vendors #4 - #13 may load in from NE 85th st until 7:40 a.m. All cars must be cleared at that time, as NE 85th st will be closing. After 7:40 a.m., please load-in from the City Hall Parking Garage.**
- **10:00 a.m. | Event Opens to the Public**
- **9:00 p.m. | Food booths and trucks close**
- Depending on the volume of pedestrians, vehicle access to the booth locations may be delayed until as late as 11 p.m. or until Public Safety determines it is safe to do so.

ROAD CLOSURES ON SATURDAY, JULY 25th

Please be aware that the following roads will be closed from 8 a.m. to 1 p.m.:

- NE 85th St from 154th Ave NE to 160th Ave NE
- NE 85th St from 161st Ave NE to 164th Ave NE
- NE 83rd St from 158th Ave NE to 160th Ave NE
- 158th and 160th Ave NE from 8200 to 8600 block
- **The following road will be closed from 8 a.m. to 11 p.m. (it will be open from 7 – 9 p.m. for craft vendor load-out only): NE 85th St between 158th Ave NE and 160th Ave NE**

PARKING INFORMATION

- **The City Hall Parking Garage will be reserved for vendor and event staff parking only during the event.**
- If you plan on parking in the City Hall Parking Garage, please make sure you get a parking pass from our staff when you check in, as you'll need to display this on your dashboard.
- Please note vehicles taller than 7 ft will not fit inside the garage. Please contact us at events@redmond.gov if you need access to parking for vehicles larger than this size.

REMINDERS FROM THE CITY OF REDMOND

1. Please bring all garbage to one of the garbage bins. Do not leave any items behind, including cooking oil
2. In the event of an emergency, call 911
3. Please lock-up valuable items overnight and do not leave items unattended
4. Portable toilets and food vendor sinks are available onsite
5. High temperatures are expected. Water is available at the event information booths and you can find restrooms and cooling center locations on the site map in your Vendor Portal.

We also ask that you please have large visible menus to display at your truck/booth, to help keep lines moving smoothly throughout the day, and also that you plan on bringing enough food to be able to vend until the show closes, both days. If you sell out of food you will not be allowed to leave early, and we don't want to have sad patrons disappointed to find that food has sold out.

If you run into any urgent issues day-of-show, please contact Lindsey at (503) 488-0022.

Thank you for being a part of Derby Days 2026!

- Lindsey, Kristen & Heather