

Port Townsend Handmade Market // Booth Maps and Load-In Schedule

Hello, Port Townsend Handmade Market Vendors!

We are *so so* excited for next weekend's show, and we hope you are too! We hope those of you who are local have 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. We'll have more detailed load-in instructions coming to you later in the week.

LOAD-IN TIME

Right next to your booth assignment you'll also see your load-in time. Please take note of the slot that you've been assigned to, and be sure to adhere to it so that everybody has an easy load-in process! If you did not fill out your load-in request, you were assigned to a window. If this does not work for you, please let us know and we'll see what we can do!

RAW BOOTH SPACE

We also want to reiterate that this is **a RAW booth space**. Be sure to bring a canopy, and any furniture or display items you'll need for your booth! **And, a super important reminder that every leg of your canopy/tent needs to have a minimum of 30 lbs. of weight attached.**

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.**

SHARE ON FACEBOOK AND INSTAGRAM

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. You can find graphics that are designed to fit a Facebook Cover and/or an Instagram post in your Vendor Portal. Feel free to grab those and share as much as you can!

FINAL LOAD-IN INSTRUCTIONS

We will have your final detailed load-in instructions coming your way by the end of this week--stay tuned!

See you soon!

- Kristen, Lindsey & Heather