

Port Townsend Handmade Market // Load-In Instructions and Final Vendor Details

Hello, Vendors! We are so excited for the show next weekend! Please read these final details carefully, and pay special attention to the load-in instructions so that everything can go as smoothly as possible!

LOAD-IN MAP & INSTRUCTIONS

You can find the booth map and your booth assignment in your [Vendor Portal](#). Please note which of the 3 blocks your booth is located on, and see the attached load-in map for how to enter and exit for load-in. When you arrive you'll see a UCU staff member at the entrance to your block; they will get you checked in and direct you to your booth spot. **Regardless of which side of the street your booth is on, you will be driving on the right, and pulling over on the left side of the street to unload. All vendors will be allotted 20 minutes to pull up, and unload your car. Do not begin setting up your booth until you have reparked your car for the day.**

PARKING

All-day parking is available for \$12 at the [Point Hudson Marina & RV Park](#), just a few blocks away from the show. You should also be able to find street parking nearby but we ask that you try to leave the very closest blocks free for shoppers to come and go throughout the day.



For Load-Out:

This will be like load-in, in reverse. **You must have your entire booth packed up and staged by the load-in door BEFORE you go to get your car.**

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:

Lindsey: 503.488.0022

Heather: 360.791.1723

Kristen: 206.724.4245

You can also use these numbers during the show if you are vending alone and need a bathroom break or need to grab some food and haven't been able to flag down one of our vendor support volunteers. Until then, email is best.

Thanks so much and we hope you have a great holiday weekend!

- Kristen, Lindsey & Heather