



2010 Vending Fast Facts

Fest Dates

September 10-12, 2010

General Admission & Gate Entrance Locations

Daily General Admission:
\$1 per person *

Louisiana Gate: North Entrance off Louisiana Drive

Highland Gate: South Entrance off Highland Drive

Andresen Gate: East Entrance off Andresen Road

(Only access for Handicap Parking)

* Vendor may present their Vendor Badge at Gate entrance for free admission

General Festival & Vending Hours

Published Festival Hours

Fest is open to the public:

Friday	5:00 p.m. – 12:00 a.m.
Saturday	10:00 a.m. - 12:00 a.m.
Sunday	10:00 a.m. – 8:00 p.m.

Vending Hours

Vendors are required to staff their booths:

Friday	5:00 p.m. – 10:00 p.m.
Saturday	10:00 a.m. - 10:00 p.m.
Sunday	10:00 a.m. – 6:00 p.m.

Fest Parking

- ❖ Public parking is allowed on most streets surrounding the Fest.
- ❖ Please do not block reserved parking spaces.
- ❖ Parking is not allowed in the Fire Lane at the front of the school.
- ❖ Cars parked in unauthorized locations will be towed at owner's expense.
- ❖ There is no overnight or RV parking on Highland Drive in accordance with Zoning laws.
- ❖ Free Overnight Parking & Fest Shuttle Service is available to the public located at Marshall Elementary School & McLaughlin Middle School off MacArthur Blvd. ***(First shuttle runs at 5:00pm on Friday)**.
- ❖ Handicap parking is available in the St. Joseph Church Parking Lot off Andresen Road.

Free Shuttle & Satellite Parking

Shuttle Service Hours:	Friday *	5:00 p.m. – 12:00 a.m.
	Saturday	1:00 p.m. – 12:00 a.m.
	Sunday	1:00 p.m. – 10:00 p.m.

Free Fest shuttle service runs every 15 minutes from Marshall Elementary School & McLaughlin Middle School both located on MacArthur Blvd. This service is available to the general Fest public as well as to vendors.

Satellite Shuttle Drop off & Pick up location at Fest: only at the Highland Gate/Front of the school

Directions to Free Satellite Parking: From St. Joseph School, take a left onto Andresen Blvd.; take a left at the 4-way stop onto MacArthur Blvd. Both McLaughlin Middle School & Marshall Elementary School are located within one mile on the right.

Free overnight & day parking at both McLaughlin Middle School & Marshall Elementary School is allowed Friday, Saturday, and Sunday beginning at 3:30 p.m. on Friday until midnight on Sunday. Before or after these hours your vehicle will be towed at owner's expense. Please secure all vehicles as these lots are open to the public.

Tri-Met Bus Line runs on Andresen with a stop at St. Joseph Church.

Check In & Set Up, and Take Down & Pack Out

Vendor Check In & Set Up: Thursday, September 9th or Friday, September 10th By appointment

Check-in located in front lobby of St. Joseph School at 6500 Highland Drive.
Pick up your **Booth Assignment, Vendor Badges**, etc.

Tear down & Pack Out: Sunday, September 12th By appointment

Vendor Badge Pick Up & Booth Assignment

Vendor Badges & Booth Assignment are **available for pick up at Check-In** on Thursday, September 9th or Friday, September 10th by appointment located in the Front Lobby of St. Joseph School at 6500 Highland Drive. Vendor Badges & Booth Assignment will not be mailed. Vendor may not sublet their booth at any time during the Fest. Only approved & contracted vending.

Facilities & Electrical Information

Vendors must supply a 14 gauge 100-foot UL approved extension cord per booth space because the outlet will be in the area of 100-feet of your space. Outside vendors must supply own lighting for nighttime operation. All lights are not to exceed 200 watts. Portable toilets are available. Water supply is not available. Vendors are responsible for supplying all tables, chairs, fans, lights, covers, &/or other equipment needed for booth space.

Insurance & UBI Numbers

Please include proof of liability insurance in the amount of \$1 million with application. Please contact your insurance company for Additional Event Insurance. A UBI number is required by the **Washington State of Revenue**. A temporary number can be issued at no cost over the phone. Please contact them at **(800) 647-7706**.

Equipment & Booth Space Information

Vendor must supply all tables, booths, chairs, lights or other equipment required for it's selling & display space. The space size is 10' x 10' or 100 square feet. Booth display racks, tables, & other devices used to advertise the wares offered to sale shall not obstruct the public view of adjacent booths.

Outside Vendors must provide own 10' x 10' covered tent, weighted for wind, with proper closure to protect vendor wares when closed.

Dependent on weather conditions, Inside Vendors may find it warm. The Fest will provide four industrial fans for the indoor space but you may want to consider one for your own booth space. Inside vendors must promptly vacate buildings at close of vending hours for building lock up each night.

Freight & Storage

Freight will **NOT** be accepted at any time.
Due to limited space on Fest grounds storage is **NOT** available before, during, or after Fest.

Vendor Limitation on Display & Wares

- ❖ Vendor may display, offer for sale & sell only items which are listed and approved on vendor application.
- ❖ At no time will guns, knives or weapons of any kind be allowed for sale at the Festival.