



**April 11, 2009**

## **Vendor Guidelines**

### **Check-in & Set-up**

#### **INDOOR VENDORS:**

**FRIDAY\*\*** April 10<sup>th</sup> 2:00 to 7:00 p.m. *\*\* highly recommended*  
**SATURDAY** April 11<sup>th</sup> 7:00 to 9:30 a.m. (for those who cannot come Friday)

#### **OUTDOOR VENDORS:**

**SATURDAY** April 11<sup>th</sup> 7:00 to 8:30 a.m. *\*\* All outdoor vendor vehicles must exit the park before 8:30 a.m. At that time, the Kid Zone will be erected and no traffic can enter or exit.*

### **Check-in Instructions**

- All vendors **MUST** check-in at the front door of the Civic Center **BEFORE** unloading.  
Denton Civic Center  
321 East McKinney  
Denton, TX 76201
- Upon arrival at the Civic Center, park in the parking lot that faces McKinney Street (there will be plenty of room for trucks & trailers to park during check-in).
- Come to the front door and check-in at the vendor table. You will receive a vendor packet, credentials, and instructions to unload at one of the loading dock locations.
- **PLEASE NOTE:** The Civic Center loading dock has very limited space to maneuver trucks & trailers. Do not pull into the loading dock entrance without checking in first. Upon check-in, you will be told where will be the best place for you to unload based on the location of your booth, the size of your vehicle and/or trailer, and how crowded the loading dock is at the time.

### **Load-in Instructions**

**Indoor Vendors:** All indoor vendors are strongly encouraged to set up booths on Friday afternoon/evening. The loading dock will be extremely crowded Saturday morning if all 60+ vendors attempt to unload at that time. **\*\*If you are unable to set-up on Friday, please notify KDB staff so that you can be assigned a time to access to loading dock on Saturday morning.**

**Outdoor Vendors:** Please check-in between 7:00-8:30 a.m. on Saturday morning. If you need to drive a vehicle and/or trailer to your vendor space to unload, you must get in and out of the park by 8:30 a.m. You can continue to set-up your booth after 8:30 a.m., but all vehicles must have exited the park at that time (unless you are using a display trailer or vehicle as a part of your booth). A volunteer or staff member will remind you to remove your vehicle prior to closing traffic in the park.

**Food Vendors:** Bring your generators so that you can be closer to the foot traffic during the festival. If you must use electricity, you will be farther away from the crowd. **Be ready for inspection from the health department by 8:30 a.m. If you do not pass your inspection and cannot comply before the festival opens at 10:00 a.m., you will not be allowed to serve food.**