



April 9, 2011

Vendor Guidelines

Check-in & Set-up

INDOOR VENDORS:

FRIDAY** April 8th 2:00 to 7:00 p.m. *** highly recommended*
SATURDAY April 9th 7:00 to 9:30 a.m. (for those who cannot come Friday)

OUTDOOR VENDORS:

SATURDAY April 9th 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.**

New This Year!

City of Denton Parks Vendor Permit: **All vendors (both for profit and nonprofit) are required to have a Parks Vendor permit!** The Parks Vendor permit fee is \$25 for profit vendors and \$15 for nonprofit vendors. For your convenience, we have rolled these fees in with your vendor application fees you're your booth. You will pick up the Parks Vendor permit with your vendor packet on the morning on the festival when you check in. This permit must be displayed at your booth on the day of the festival.

T-shirt preordering: You may preorder your 2011 Redbud Festival t-shirts! Please see the attached order form to place your order. T-shirts are available in limited quantities and always sell out quickly, so preorder your shirt today!