



VENDOR INFORMATION for August 31, 2019

Updated 8/26/2019

If you have not received your Vendor Details Email with your Vendor Number, please contact Lisa immediately. 208-869-7946

Hours: Noon - 8PM

Located: 34th Street, Garden City (Chinden to the Greenbelt)

Hello! Thank you for your patience as we put together final details for Experience Garden City on August 31st. We are so excited to have you participating as a vendor. We are packed with over 90 vendors! This is going to be a great day!

You have been assigned a Vendor Number and a location. Your designated space will be marked when you arrive at the event. We may find it necessary to change your location slightly, however your number will remain the same. You will be notified in advance if this happens.

Vendor Check-In

- Check-in is REQUIRED at the Vendor Check-in/Information Booth operated by the Garden City Chamber. We will be located at the corner of 34th and Clay. Please check-in before setting up your items.

Unloading & Setup

- Unloading will be from 9am - 11:30am.
- Vendors may begin setting up at 9am the day of the event. All vendors must be set up and ready no later than 11:45
- Please unload your items and go park your vehicle before setting up your space.
- All vehicles must be off 34th Street by 11:45
- The event begins at 12PM.

Tear Down

- The event concludes at 8PM.
- Vendors MAY NOT start taking down their booth until the event concludes at 8PM as there will not be access to bring your vehicle onto 34th until patrons have cleared the event.
- All vendors must pack up all items prior to retrieving your vehicle. This will allow people to vacate the event site safely.
- Vehicles can return to load items beginning at 8:15PM.
- Tear-down should be completed and all vendors are asked to leave no later than 9PM. No exceptions.
- Please make sure that your space has been cleaned up and in the same or better condition than when you arrived.

Vendor Space Dimensions & Set-Up

- Standard space size is 10' x 10'. If you need additional space and have not pre-arranged this, please contact Lisa at 208-869-7946. This must be requested NO LATER than August 28th.
- Food Trucks are allotted additional space on each side.
- Vendor is responsible for providing ALL booth equipment including canopy, tables, chairs, signage, etc.
- Vendors must set up their own booths/tents/merchandise. There will be volunteers available if issues arise during set-up. Please don't hesitate to ask for assistance!
- Booth space frontage should be consistently lined up with neighboring vendors along the row.
- Clearance in the aisles must be kept for crowds and accessibility
- Power is NOT available. Small, quiet, portable generators are permitted.

Garbage

- We ask that you DO NOT DISCARD your trash into the Event Trash Boxes located throughout the event. We kindly ask that you take your trash to the Dumpster location described below.
- There is ONE dumpster that is available to discard your end-of-day trash. It is located on Clay behind Recycled Minds between 34th and 33rd.

Non-Attendance

Vendors are required to give 48 hours' notice of non-attendance. (Cancelations past the specified date of August 15th will result in a forfeit of fees.)

Please find attached a map of the event location. There will be a larger map for viewing at the check-in booth on 34th and Clay.

Sales Reporting

All Vendors are required to report their sales total immediately following the event. One week will be given to vendors to submit sales totals. Sales reports are confidential and only used to determine how the event did. We will be sending an email to remind you to submit those numbers to us.

Other Items

- There is no smoking or vaping at vendor booths or event footprint. If you are having difficulties with any one not respecting this request, please let a volunteer know.
- The Garden City Police Department will be on site as an event feature and to assist with parking, controlling barricades, or any emergency issues that may arise.

Unloading/Loading Directions

Vendors 3 – 18 and 72 - 90 will turn from Chinden onto either 32nd, 33rd, 35th or 36th and turn onto Osage, to 34th, unload at the assigned booth space and exit onto Clay

Vendors 19 – 30 and 56 – 69 will turn from Chinden onto either 32nd, 33rd, 35th or 36th and turn onto Clay, to 34th, unload at the assigned booth space and exit onto Carr

Vendors 31 – 52, 93 – 94 will turn from Chinden onto either 33rd, 35th or 36th and turn onto Carr, to 34th, unload at the assigned booth space and exit back onto Carr

Surel's Place Artists that will be by the Green Box – Please use 33rd street to access area, unload and then exit by way of Carr.

Vendor Parking

- Lot located on 34th Street accessible from 35th between Osage and Clay or from Clay between 35th and 34th.
- There will be limited parking on lot at corner of 34th and Osage accessible from 33rd St
- Vendor Parking is also available on 33rd and 35th Street. Please abide by all public parking laws.
- If it is possible for you to have someone remove your vehicle completely from the event area and return to pick you up when event is over at 8PM, please do so. We would greatly appreciate it!

If you have any questions, please do not hesitate to reach out! Looking forward to seeing you soon!