



2024 U District Street Fair: Vendor Load-In Information

Welcome to the [2024 U District Street Fair!](#) We are excited to have you participate in this year's street market. The Fair will be taking place rain or shine May 18 & 19. Please read the below information that includes all you need to know for a successful event.

Social media toolkit: <https://drive.google.com/drive/folders/1cINIEq7i2fpeilEtV-oehM2pkEXtSyiY?usp=sharing>

SCHEDULE • Saturday, **May 18, 2024** 11am-7pm • Sunday, **May 19, 2024** 11am-6pm

Saturday, May 18th:

7:00am Gates open for craft load-in
9:30am Gates close to all vehicles
10:30am All vehicles must be offsite
11:00am Festival Opens
7:00pm Festival Closes
7:30pm Optional load-out

Sunday, May 19th:

7:00am Gates open for resupply
9:30am Gates close to all vehicles
10:30am All vehicles must be offsite
11:00am Festival Opens
6:00pm Festival Closes
6:45pm Load-out passes distributed
8:00pm All vendors must be offsite

LOAD-IN

- ✓ Arrive during your scheduled time. **Please don't arrive early or you will be turned away.**
- ✓ Load-in through the gate specified on your load-in pass (maps below).
- ✓ **Always maintain a 20 foot fire lane by parking on the designated side of the street.**
- ✓ Load-in with your printed load-in pass visible on your vehicle dash.
- ✓ While driving on grounds, please maintain a 10 MPH speed limit.
- ✓ Once at your booth, please unload your vehicle.
- ✓ After you have unloaded your vehicle, remove your vehicle from grounds and park off site.
- ✓ Return to your booth to finish setting up.
- ✓ Direct any questions towards your vendor coordinator or traffic monitor. They will be in bright safety vests.

BOOTH REQUIREMENTS & INFO

If you have not rented items through your application, you are responsible for your own tent, table, banners, and other equipment required for the operation of your booth. If you have rented equipment, it will be set up for you when you arrive on site.

*****Please note that due to our fire lane, almost all of the booths need to have their back legs 12" up on the curb. Come prepared to have the back legs of your tent on the curb/sidewalk, and the front legs down on the street.*****

25lb WEIGHTS We require each tent to have weights on each tent leg. We suggest using water jugs or sandbags (**very important we have seen tents spontaneously fly away in the wind at night**).

POWER If you ordered power, the power will be dropped and live when you load-in. Please make sure that all your equipment is grounded. If you have not ordered enough power for all your equipment, please email Lauren ASAP Lauren@Udistrictpartnership.org with an added power order.

FIRE CERTIFICATION FOR TENTS Each vendor tent will be inspected by the Fire Marshall on-site and is required to provide an NFPA 701 certificate for the tent to meet the requirements for fire certification. This may be found on a tag attached to your tent or on a separate certificate included in the manufacturer's packaging.

Please see the following links by brand to locate the required NFPA 701 certificate if you do not have it:

- [Caravan](#)
- [EZ Up](#)

VENDING BOUNDARIES Please stay within the boundaries of your 10x10 or 10x20 area. Do not spread out into the walkway, place displays outside of your booth, or put up awnings. It is very important to keep a 20 foot fire lane at all times. You will be asked to condense if you are spreading into the fire lane.

GARBAGE At the end of each day CleanScapes will pick up bagged vendor trash and broken down recyclable material. Please bag your waste and leave it in front of your booth for removal. You will be responsible for cleaning your booth site before leaving the event in order to remain in good standings and be accepted in the future.

FIRST AID AND EMERGENCIES There will be a First Aid station located on NE 42nd Street. In the event of an emergency or lost children, please inform a staff member with a radio, go to the information booths or inform personnel at the music stage. Staff will notify the appropriate authorities and arrange for assistance.

WI-FI We do not provide wi-fi on site. Please be prepared to use a personal hotspot.

RESTROOMS We will have one restroom at each corner. Portable bathrooms are located in the food court areas on 47th & 42nd Street. There are no private bathrooms for vendors.

REFUNDS As per participant agreement there are no refunds for the U District Street Fair. If you cancel or are not able to make the Fair, your payment will not be refunded. Only your business has been accepted for your booth space. If you are not able to make the Fair you are not permitted to give your space to another business.

AMPLIFIED SOUND There is no amplified sound allowed on the grounds.

CAMPING There is no camping allowed on the grounds at any time.

OVERNIGHT

The U District Street Fair will have limited overnight security on Friday and Saturday night. U District Street Fair will not be held responsible for any loss or damage of items left in your booth overnight. Although theft has not been a problem, please take the following precautions to help discourage theft and vandalism.

- When in doubt, Load out! Easy access for vehicles Saturday night and Sunday morning
- Secure your area by boxing items and moving them to the center of the tent.
- Take home any small, valuable items that can be easily grabbed.
- Secure your canopy with sidewalls.
- Keep boxes off the ground in case it rains.

PARKING

If you have purchased parking, your parking pass will be emailed to you directly. Please print and bring it with you to the site. Your vendor coordinator will help you access onsite parking. Once you are parked there is NO EXIT until after the event has ended and the grounds are clear on Saturday and Sunday nights. You will not be able to move your car during festival hours.

If you did not purchase parking, here are a few links to paid public parking lots and garages nearby:

[4730 15th Ave NE](#)

[4501 12th Ave NE](#)

[4520 11th Ave NE](#)

[U-District Parking Lot](#)

We are looking forward to another successful year at the U District Street Fair!

(SEE LOAD-IN MAP ON NEXT PAGE)

