



Vendor:

Happy Trails Parade & Street Fair 2023
Saturday September 7, 2024 10:30AM-3PM

STREET FAIR LOCATION:

James A Woody Park

Event Confirmation

Date: September 7, 2024
To: Street Fair Participants
Re: Event Vendors

Thank you for your interest in the 2024 Happy Trails Parade & Street Fair. This letter confirms receipt of your Street Fair Vendor registration. To ensure your participation goes as smoothly as possible; please use this information for your preparations. We are set to have a pretty good show.

James A Woody Park is at the corners of Powhatan and Navajo Roads. Vendors will be on asphalt (parking lot and street) or grass area in park. Vendors on asphalt there will be very limited shade so plan accordingly. If you have sides to your canopy, it is recommended you bring them. We are anticipating good foot traffic after the parade.

Load IN Instructions: For best traffic control please enter Powhatan RD off Manhasset Rd. Check In will be at Powhatan & Pawnee Rd for Vendors.

Load in will start at 6:30AM. The road closure will be set up by 6:30AM. **Check in** is located at Powhatan & Pawnee area ONLY. No vendor vehicles will be allowed access from Navajo or Central on Powhatan. *If you show up earlier than 6:30 am please park to the side of road on Powhatan RD and be patient with us getting things going in the morning.*

We will do our best to communicate with you before the event if we have changes. Please make sure to check your emails and respond back that you received our communications.

You must be set and ready to go by 10:00AM. All vendor vehicles must be out of the event area no later than 9:30AM. Please be patient and aware of traffic and other participants when checking in. Use your best judgment and be safe.

Vendor Parking will be in the dirt lot at the south end of Pawnee RD.

General Information:

- If you are participating in both the Parade and Street Fair you must set up your vendor booth before the parade and have additional staff to run your vendor booth during the parade.

-There is no electricity or water access

-All applicants selling food must have health department permit/TFS permit – **a copy must be posted at the event.**

-Cancellations: No refunds if notice is less than 10 days prior to event

-Event set-up and space assignments are subject to change at any time and assigned by staff pending availability

- Set-up will be begin at 6:30AM; set up must be completed by 9:30AM (Call if you need special arrangements)
- DO NOT pack up prior 3:00PM and you must vacate by 4:30PM. The road closure on John Glenn will be removed promptly at 4PM.
- No bake sale, snack items or beverages may be sold, except by approved food vendors with a health department permit.
- No water can be given away from a vendor booth.
- No supplies, tables or chairs will be provided
- All event vendors selling anything must have a resale license. Submit verification of BOE resale permit with temporary address listed. If you haven't provided the event manager a copy of your permit you must bring it to the event.

- No business can be conducted outside of your vendor booth area.

-All shade canopies must secure! Weights must be heavy enough to keep the canopy in place if the wind kicks up. You will be asked to remove your canopy if it is not properly secured. We will check each canopy in the vendor and classic car area(s).

Load OUT: *Do not break down early.* You can start loading up at 3:00PM when the event is over. If you load up and leave early without the event manager approval your application will be declined for future events. If the weather/wind kicks up the event manager will end the street fair early.

This is a rain or shine event. If for some reason the event is canceled due to extreme weather announcements will be made on the radio, email, Instagram and Facebook.

If you have questions, please contact:

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