

Park Hill HOME TOUR & STREET FAIR

Vendor Instructions

GENERAL EVENT INFORMATION

Set-up time: 8:00am – 11:00am

Event time: 11:00am – 5:00pm

Tear-down time: 5:00pm

Street Fair Location: Forest Parkway between 17th Avenue and Montview Blvd.

Anticipated attendance: We don't have a way of tracking attendance, but we estimate that anywhere from 2,000-4,000 attendees come through each year

Licenses: Vendors are responsible for ensuring they have the proper tax and food licenses to vend at this event.

Food Sampling: Vendors may only distribute samples of food and non-alcoholic beverages that are reasonable with regard to the purpose of promoting their goods or services. Food samples are limited to 2-ounce portions. Non-alcoholic beverage samples are limited to 4-ounce portions. The sampling or giveaway of alcoholic beverages is prohibited.

SET-UP INSTRUCTIONS

What time to arrive

Please arrive within your designated time window to begin setting up your booth.

- Booths # 26-75 and Kids Area: 8:00am – 8:10am
- Booths # 1-25 and 76-100: 8:10am – 8:20am
- Food Trucks: 8:00am – 9:00am

What you need to know when you arrive

Know your booth number and business name when you arrive. Volunteers will be controlling traffic flow and ensuring vendors arrive at the appropriate time and in the right place.

Where to go when you arrive

Please refer to the map on the last page of this packet:

- Booths 1-50 enter east side at Montview Blvd and Forest Pkwy and exit east at 19th Ave.
- Booths 51-100 and Kids Area enter west side at Montview Blvd and Forest Pkwy and exit west at 19th Ave.
- Food Trucks and Water Truck enter and exit east side at 19th Ave and Forest Pkwy.
- Wine & Beer and Rental Equipment enter and exit west side at 19th Ave and Forest Pkwy.

Other Set-up Details

Once you have your vehicle unloaded you will need to move it off Forest Pkwy as quickly as possible, then come back and set up your booth. All vehicles must be off Forest Pkwy by 10:00am. IF YOU ARRIVE AFTER 10:00AM, you will not be allowed to drive on Forest Pkwy to unload.

Once the first tent goes up there will only be one driving lane and it becomes difficult to maneuver vehicles. Therefore, we have staggered the arrival times. It is important that you follow the designated traffic flow. All vendors must be completely set by 11:00am.

TEAR-DOWN INSTRUCTIONS

All vendors are expected to remain set up for the duration of the event. You agreed to this when you submitted your registration form. Absolutely no vehicles will be allowed on Forest Parkway prior to the event conclusion and until the majority of guests have cleared the Parkway.

Pack up your booth prior to pulling your vehicle onto Forest Parkway. Please load your vehicle as quickly as possible and move it off the Parkway. Traffic will follow the same flow pattern as during set-up.

SUSTAINABILITY

Sustainability Mission

We are committed to producing a sustainable, zero waste event. We work to minimize waste and educate our vendors and customers in our sustainability efforts. We provide at no cost an area of our Street Fair to educate the public in our efforts.

Sustainable Neighborhoods Program

GPHC has been accepted into Denver's *Sustainable Neighborhoods Program* giving residents the opportunity to become active partners in making Denver a vibrant and sustainable community. Neighborhoods participating in this unique certification program organize workshops, projects, and events that enhance the livability of their neighborhood and reduce residents' ecological footprint.

Certifiably Green Denver

The Park Hill Home Tour & Street Fair participates in *Certifiably Green Denver* (CGD) which implements a green event certification process for permitted events held on City property. The primary goals of the program are to increase participation and adoption of sustainable practices to minimize use of hazardous materials, improve energy efficiency and water conservation, and decrease the use of resources and generation of waste.

Waste Diversion - Mandatory Recycling, Composting, and Waste Sorting

Each year we strive to reduce the amount of waste that is produced by this event and divert disposable materials from landfill to recycling and compost. There will be recycling and compost bins set up in the food area and along the parkways. We ask that you utilize these bins accordingly and please do not move them from their designated areas.

Please help minimize the amount of plastic wrap and plastic bags used at this event. When making purchases say no to plastic bags and any products wrapped in plastic. If you do end up with plastic wrap or bags, we will have designated areas to dispose of them. There will also be a designated area to dispose of cardboard. If you are unsure of where to dispose of something, please ask a volunteer.

****IMPORTANT**** All vendors are required to use compostable plates, cups, utensils, and other packaging for any distributed items that will be disposed at the event. Please, no one-time use plastic. Absolutely no Styrofoam and no balloons allowed at this event; they can't be recycled and are hazardous to animals. If you distribute items that contribute to landfill waste, you will be invoiced a \$200 waste fee. In addition, event organizers may prohibit your participation in the future.

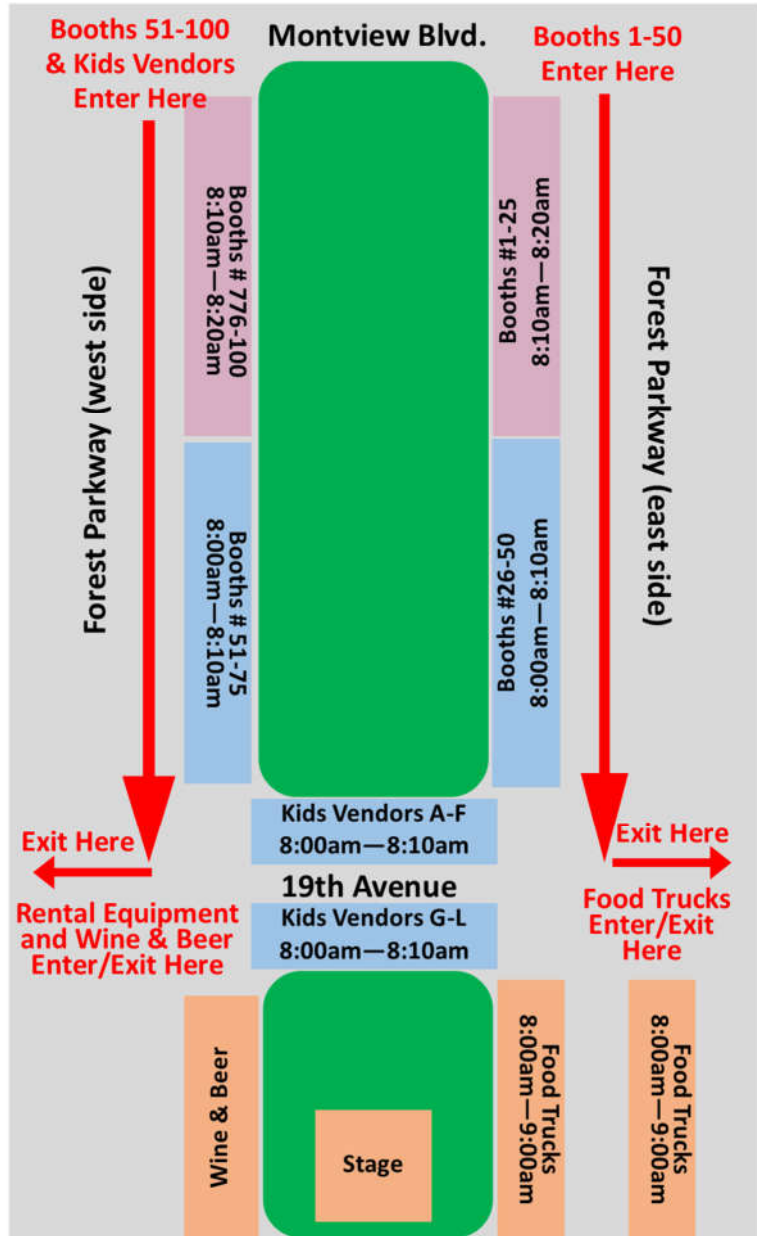
Drinking Water/Bottled Water

The Denver Water Truck will be at this year's event. They will have water available to the public and therefore we are requesting that vendors do not sell or distribute water in disposable plastic bottles. If customers ask for water please direct them to the water truck near the food trucks. Our intent is to reduce waste. Please bring your own refillable bottles to enjoy water throughout the day.

Sourcing

Food vendors, please consider purchasing at least 25% of your product from local sources.

SET-UP/TEAR DOWN MAP



ALTERNATIVE ARRANGEMENTS

If you require any alternative arrangements, you must contact event organizers in advance.

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