

# 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 19th Avenue and Montview Blvd.

Anticipated attendance: We don't have a way of tracking attendance, but we estimate 1500-3000 attendees

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

Food Sampling: Vendors may distribute samples of food and non-alcoholic beverages that reasonably relate to the promotion of 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 between 8:00am and 10:00am to begin setting up your booth.

#### **What you need to know when you arrive**

It will be helpful to know your booth number and business name used in registration so that volunteers can help you locate your booth space.

#### **Where to go when you arrive**

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

- Booths 1-40 enter the east side of the Forest Parkway at Montview Blvd and exit east at 19<sup>th</sup> Ave.
- Booths 41-80 enter the west side of the Forest Parkway at Montview Blvd and exit west at 19<sup>th</sup> Ave.
- Food Trucks, Wine & Beer, Kids Area, and Rental Vendors enter and exit at 19<sup>th</sup> 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. 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.*

### **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 significantly contribute to landfill waste, you will be invoiced a \$200 waste fee. Repeat offenders may be barred from future participation.

### **Drinking Water/Bottled Water**

We are requesting that vendors do not sell or distribute water in disposable, single-use plastic bottles. The Denver Water Truck will be at this year's event. They will have water available to the public and therefore 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.

## **ALTERNATIVE ARRANGEMENTS**

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

**TRAFFIC FLOW MAP**

