

# Downtown Friday

Setup Information and Participation Outline

Event Date & Time: Friday April 29<sup>th</sup> (6-9pm)

***PLEASE*** read this email in its entirety as it contains information regarding your participation! (If you have any questions that cannot be answered by information provided in the email, we ask that you EMAIL your questions to us first. PLEASE DO NOT CALL. As you can imagine, we are unable to have phone conversations with everyone.)

## **SETUP INFORMATION:**

Please make sure individuals in charge of setting up your booth receive this information. You must check-in with staff with the Vendor Check in staff within our office.

- **Set Up Time:** Begins at 4:00pm and booths must be ready by 5:30pm. NO VEHICLES allowed on event streets after 5:15pm; once the band finishes playing and the crowd has cleared the streets, vehicles may reenter the streets for loading up.
- **Breakdown Time:** Vendors may begin taking down their booths once the band has finished playing for the evening.
- **ALL BOOTHS MUST BE BROKEN DOWN BY 10PM!** Any vendor remaining on site AFTER 10pm will incur an additional charge to cover security.

**Please review the following rules and policies to assure your safety and enjoyment for our event.**

### **Rules & Miscellaneous Info**

Display space is within your space only. You cannot extend into the aisles.

- There are no changes permitted once the event begins.
- **NO EARLY BREAKDOWN IS PERMITTED**
- You are required to pick up all garbage from your area once the event is over.
- You are in responsible for disposing your trash. **DO NOT LEAVE ANY ITEMS BEHIND.**
- No beverages or food items are permitted for sale or to be given away without prior approval.
- Maximum of 4 persons manning booth at one time.
- If you are ***not registered or paid***, you may not set up for this event.
- **EVERY VENDOR** is required to have a certified fire extinguisher at their booth for this event.
- All vendors are recommended to have their own business certificate of insurance (COI) for their own protection for their wares and insurance purposes for their business.
- **CANVASSING is NOT PERMITTED** by the City of Vero Beach. Sell/Display behind at your booth only.

## **Things You Need to Know :**

- All booth space must be **PAID IN ADVANCE**.
- Booth fees will not be refunded or reapplied to another event if you are unable to participate.
- Electricity is **NOT AVAILABLE** for this event. Battery operated lighting is recommended for sources of light. Generators are not permitted.
- **GENERATORS are NOT PERMITTED!**
- We are not responsible for lost, damaged or stolen items from your booth.
- Booth spaces are limited. Booth assignment is based on first come, paid in full basis. We reserve the right to change booth spaces up to the time of the event.
- All tents are required to withstand wind and rain plus be properly weighted. Properly weighting requires at LEAST 40 lb. per booth (more in windy weather)

## **Vendor Booth Policies & Guidelines :**

- All tents must be weighted with 40 lb. weights (more in windy weather)
- Booths are not to be shared with other companies and/or organizations without prior approval from the Main Street office.
- Create a rain plan! In the event of a large storm or evacuation.
- In an event of inclement weather, the event will be cancelled by 3:00pm and announced on the radio and our Instagram and Facebook page. You will also receive a phone call or email from us. If the is cancelled, you will receive an event credit towards our next upcoming event.
- Canvassing is **NOT PERMITTED** by the City of Vero Beach.
- Each booth is required to provide their own certified fire extinguisher. Your booths will be inspected by the fire department before the event.
- Product sampling must be approved by the Main Street office in advance.
- **Liability Insurance is required for all food and sampling vendors at the event.** Please provide Certificate of Insurance (COI) for:

Main Street Vero Beach 2036 14<sup>th</sup> Avenue, Suite 103, Vero Beach, FL 32960.  
City of Vero Beach 1053 20<sup>th</sup> Place, Vero Beach, FL 32960

## **Booth Appearance and Display**

- Your booth is your business card! Making your booth stand out and be seen brings more customers to you. It is up to YOU to engage them.
- Company Banner may be displayed at your tent.
- All tents must be weighted to 40 lb. (additional weight for windy weather)
- Please make sure your booth and any activities, displays, etc. are contained within your booth.
- Electricity is **not available**. You are responsible for providing your own battery lighting for your booth at each event.

## **Questions???**

Contact us by email at [events@mainstreetverobeach.org](mailto:events@mainstreetverobeach.org) for any inquiries and concerns.

**All inquiries and notifications are done via email ONLY!!** We ask that you thoroughly review this entire email. If you have questions that cannot be answered by information in this email, we ask that you EMAIL your questions to us first. Our office is busy trying to get things in order for our next event and we do not have the time to speak to every vendor personally. We will return your email as time allows.