Please take a minute to review the updated rules. Every Exhibitor/ Maker must comply with each rule set by the LDDA.

RULES

Exhibitors/Makers are provided one 10′ x 10′ space unless otherwise determined by the LDDA. All tents must have tent weights. The LDDA does not provide weights, tents, tables, signs, lights, etc.

● All Makers may only sell items they were approved to sell by LDDA. Any Maker found selling unauthorized items, may result in termination of agreement by the LDDA.

● Exhibitors/Makers are solely responsible for securing their tents, merchandise, displays, and equipment against weather conditions. The LDDA is not responsible for loss or damage caused by wind, rain, lightning, or other weather conditions.

● Exhibitors are encouraged to provide a family-friendly activity that contributes to the festival atmosphere/theme of the event and to make their booths more attractive to the attendees.

● Exhibitors/Makers must confine their activities to the immediate vicinity of their booth. Exhibitors/Makers may not walk around and hand out materials. This increases the amount of trash in the streets.

● Exhibitors/Makers must leave their spaces clean and free from trash, debris, food, etc.

● All Exhibitors/Makers are prohibited to use any Private Dumpsters. Compactors are located in Traders
& Preservation Alley and behind Jimmy John's (in the alleyway).

● Makers are not allowed to dump grease, etc, in the streets, tree wells, trashcans or any unauthorized areas.

● Exhibitors/Makers are not allowed to bring personal pets from home while working in their booth.

● Exhibitors/Makers cannot smoke in their tent space or in the footprint of the event.

● Exhibitors/Makers must maintain a safe and orderly space free of potential trip hazards, etc.

● Exhibitors /Makers who get electricity approved by the LDDA must provide their own outdoor-rated extension cord and an appropriate cord cover for any extension cord, power cable, or electrical line that crosses a pedestrian walkway or area accessible to the public. All cords must be secured and maintained in a manner that prevents trip hazards. Failure to comply may result in the immediate removal of electrical service and/or expulsion from the event.

● Exhibitors/Makers may be allowed one A Frame in the middle of the lanes of traffic (after 6pm). No
additional items may be placed in front of your booth or in the middle of lanes of traffic at any time.

● Exhibitors/Makers may not engage in any activity deemed inappropriate by the LDDA Board and/ or management, including but not limited to (a) the dissemination of information, written or verbal, that is damaging or derogatory to any other group; or (b) any activity that is prohibited by City, County, State or Federal laws.

● Exhibitors/Makers may not share booth space with any other Organization or Business without written prior consent of the LDDA.

● No Exhibitors/Makers may relocate themselves from their assigned spot.
● Obstructions in the event footprint (vehicles, construction) may require an Exhibitor/Maker to be relocated from their assigned space. Placement is at the sole discretion of LDDA staff and is final.
●Fees are non-refundable. Exhibitors/Makers who choose not to participate in an event that has not officially been cancelled by the LDDA will forfeit their fee.
● Full Time Exhibitors/Makers enjoy a significant discount from the One-Time rate. Because of this, there are no refunds or make ups for rainouts.
● One Time Exhibitors/Makers will receive a refund if the event is cancelled, by the LDDA, and will be required to register for another month.
● Full Time Agreements will be extended to account for any cancelled events by the LDDA.
● The event time is from 6pm-9pm. Exhibitors/Makers may not begin packing up before 8:45pm, except when there is inclement weather.
● Violation of these rules may result in immediate expulsion from the event and termination of the ability
to participate in future events.

ALL Vehicles are prohibited within the event footprint during event operations. At no time may an Exhibitor/Maker display, park, store, or leave any personal vehicle, company vehicle, logo vehicle, trailer, golf cart, or other motorized vehicle within the event footprint unless specifically authorized in writing by the LDDA. Unauthorized vehicles create a safety hazard and liability risk. Violation of this policy may result in immediate removal from the event and/or termination of this agreement.

Downtown Lakeland First Friday Events

Exhibitor Instructions for Zone 2

Event Timing:

- Event Duration: 6-9pm
- Set Up Begins: You can unload onto the sidewalk next to your space beginning as early as 3pm, but you cannot set up in your spot (in the parking space or the street) until 5pm when roads close.
- The Event Footprint is closed from 6pm-9pm (absolutely no entry or exit).
- Breakdown Begins: 8:45pm; vehicles 9pm (You must be out of the lanes of traffic by 10pm)

Event Contact:

- LDDA Staff 863.209.5492; FirstFriday@LDDA.org (We do not answer emails after 12pm on the day of the event.)

Set Up Instructions:

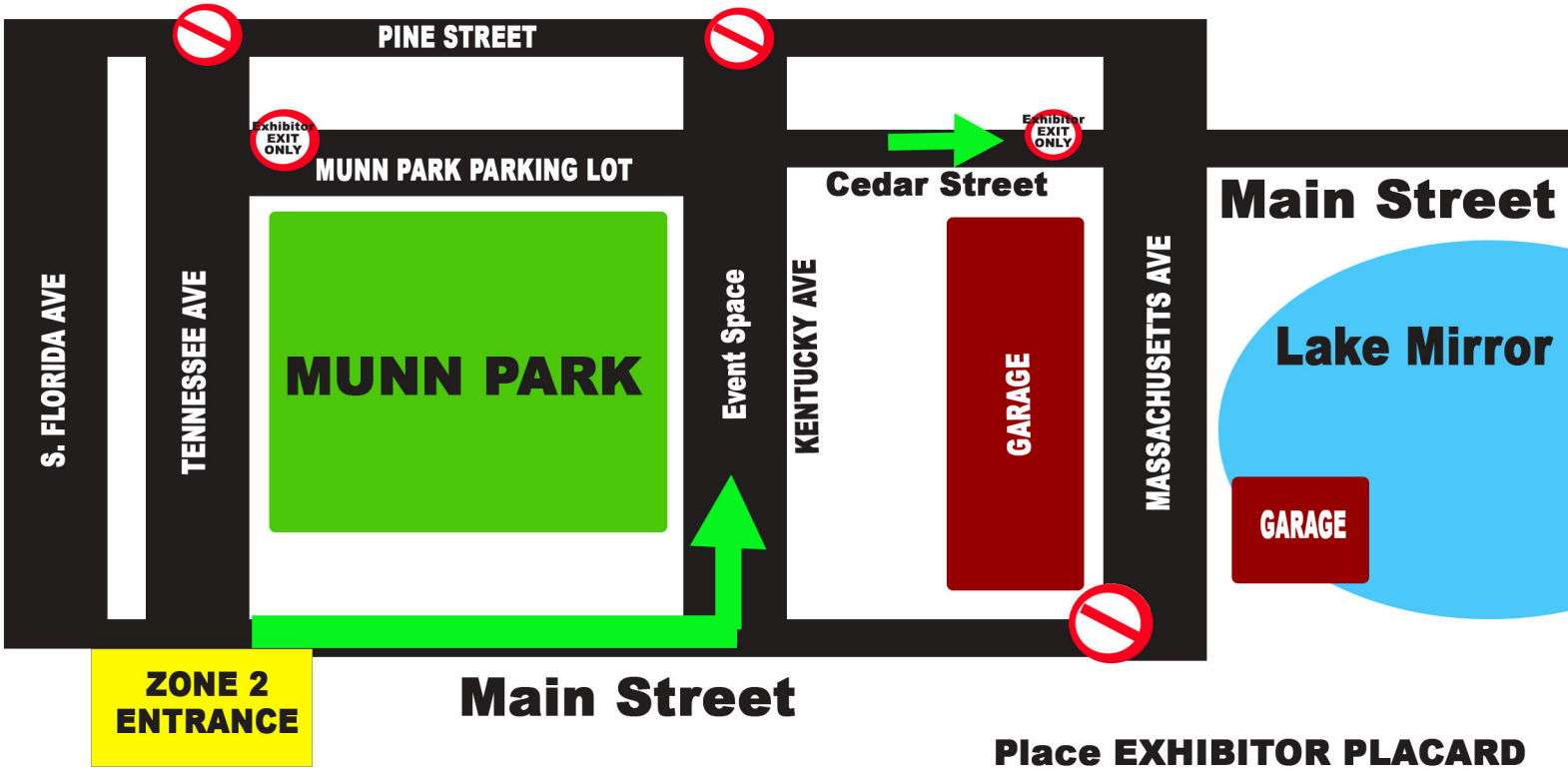
- Exhibitors must follow the entry and exit instructions specific to their block. Please see the map provided to you.
- Display a printed paper copy of the Exhibitor Placard on your front dash so that barricade staff can see it and let you through the barricades.
- Know both your zone and your space number. You are given a map of the event. Please have ALL information with you as you enter the event footprint.
- DRIVE SLOWLY. Once you are past the barricade, you have entered a PEDESTRIAN area. Drive 5mph in the event area. People are setting up and not looking behind them for cars.
- UNLOAD AND MOVE YOUR CAR. Don't begin to "set up" your space while unloading. This clogs the lanes and makes it difficult for other exhibitors to get to their spaces.
- TENT WEIGHTS ARE A MUST. Make sure you have 15 LB tent weights on each leg of your tent. Tents can become dangerous projectiles in windy conditions.
- ELECTRICITY is not available without pre-approval. Will be provided for business promotional use only (not for lights, fans, or point of sale systems).
- Do not litter the street with confetti, fabric petals, or anything else that the City will need to clean up after the event. Exhibitors must clean up any debris in the street created by them.

Breakdown Instructions:

- Exhibitors must clear the lanes of traffic by 10pm.
- Enter the event area to load up your car according to the map provided to you.
- Breakdown completely and pack up BEFORE retrieving your car. Cars should only be in the footprint once the exhibitor is packed and ready to load.
- Exhibitors requiring longer than 1 hour to break down and load must consolidate their materials and their vehicle(s) into parking spaces and CLEAR THE LANES OF TRAFFIC.

SET UP LOGISTICS ZONE 2

***Google Maps: 128 E. Main Street will get you to your event entrance**



Place EXHIBITOR PLACARD on Driver's side dash windshield/VISOR. Enter event space via MAIN St. ONLY.

SET UP:

Vendor may unload to the sidewalk. No materials in the street/parking space until the roads are closed to vehicular traffic. (5PM)

PRINT YOUR PLACARD! Make sure your EXHIBITOR placard is visible on your dash so that barricade workers know to allow you to pass. Do not try to display from your phone!!!!!

DRIVE SLOWLY (5mph) to your designated space.

Unload your tent, tables, etc into your assigned space. DO NOT BEGIN SETTING UP with your car still in the road.

Once unloaded, move your car to designated parking area. SEE VENDOR PARKING MAP.

Return to your assigned space and begin setting up once you've parked your car.

BREAKDOWN: 9pm (No cars allowed in the event space until vendor is completely broken down and ready to pack.)

Completely tear down your booth, including your tent and belongings before you retrieve your car. Enter from TENNESSEE / MAIN Street again with placard visible in dash.

DRIVE SLOWLY (5mph) to your designated space.

Pack up your car and exit via CEDAR Street or MUNN PARK PARKING LOT if needed.

VENDOR PARKING

Oak Street Parking Lot



DO NOT PARK IN PRIVATE LOTS MANAGED BY 717 PARKING.
THESE LOTS ARE PAID PARKING ONLY.
YOU WILL GET A TICKET.

OAK STREET

Trinity Church Parking Lot

Grass Parking Lot

BAY STREET

ZONE 6 ENTRANCE

Zone 6

Traders Alley

Zone 4/5

PINE STREET

ZONE 3/4/5 ENTRANCE

Zone 3

City Parking

Munn Park Lot

EXIT

EXIT

CEDAR STREET

MUNN PARK

Zone 2

ZONE 1/2/ MAIN ST ENTRANCE

Zone 1

TENNESSEE AVE

DO NOT ENTER

KENTUCKY AVE

MASSACHUSETTS AVE

LEMON STREET

Heritage Garage

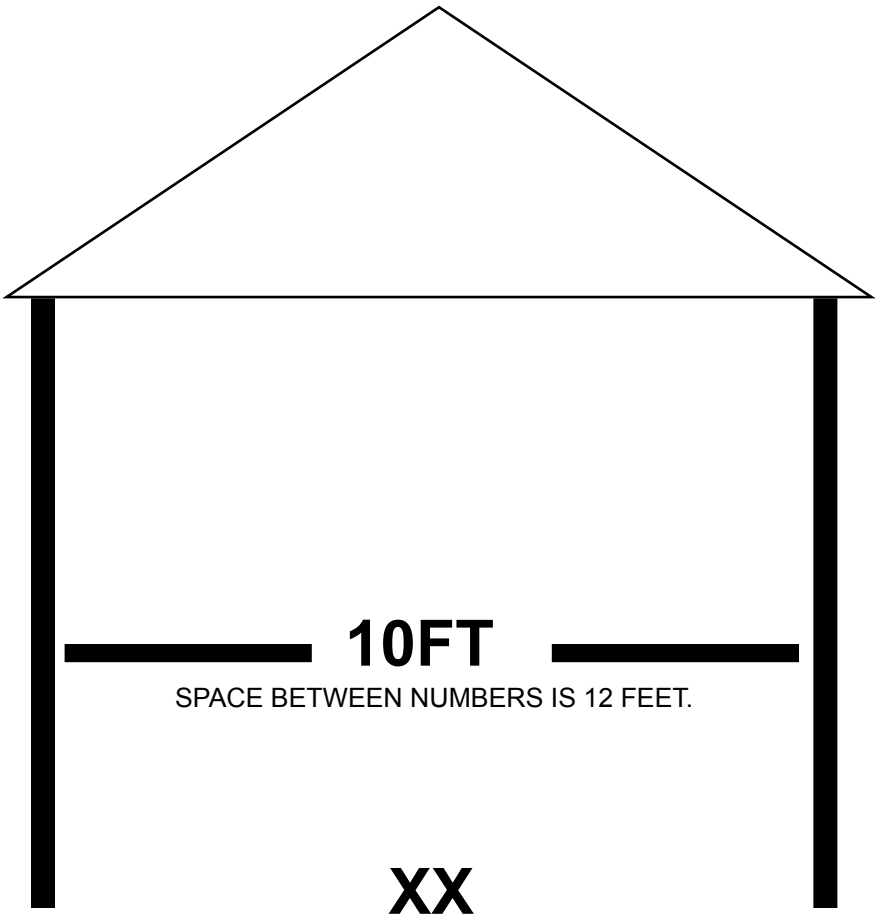
ORANGE STREET

City Parking

VENDOR TENT SET UP

The numbers are painted on the street.

YOU HAVE 10 FEET OF SPACE TO SET UP
VENDOR SPACES ARE 12 FEET WIDE.
STAY WITHIN YOUR SPACE.



ZONE 2 EXHIBITOR

FOLD HERE
MAKE SURE IT IS STANDING IN DASH OR TAPED TO WINDSHIELD AND VISIBLE FROM 40 FEET

IMPORTANT — PLEASE READ - Updated July 2026

To ensure a safe and organized load-out process at the end of each event, all vendors must follow the established vehicle entry procedures when accessing the event footprint after the event.

As a reminder, vendor vehicles are not permitted through the barricades until the vendor's booth is fully packed and ready to load. This includes all merchandise packed away, displays dismantled, and tents completely broken down.

When arriving at the barricade, vendors will be asked for their booth name. Event barricade staff will verify that the booth is fully packed before allowing vehicle access to the event footprint. Vendors who are not completely packed and ready to load will be asked to wait until their booth is ready (if another person is breaking down space) or will be asked to park and walk back to their space to properly pack up.

LOAD-OUT REMINDERS

• Vendors must display a **printed vehicle placard**. Digital placards shown on a phone will not be accepted.

• Vendors are expected to remain set up until **8:45 PM**. The event officially concludes at **9:00 PM**.

• Vendors must follow all instructions provided by event staff.

• Booths must be fully broken down and ready to load before a vehicle will be permitted into the event footprint.

• Vendors must keep a travel lane clear while packing up to allow other vendors to move safely through the area.

• Only **one vehicle per vendor** will be permitted into the event footprint for load-out at a time.

Thank you for your cooperation in helping us maintain a safe, efficient, and orderly load-out process for all vendors.

NOV 2026 First Friday

ZONE 2

	57				REC ROOM PARKING LOT - NO VENDOR PARKING
	56			1	
Munn Park Parking Lot - Backup Exit			Priority Roofing	2	
				3	
	55	Grace Point Church INC	Ronnie's Carpets & Flooring	4	
	54		Health Plus Advisors	5	
	53	DBR Construction		6	
	52	Islamic Society	**Cedar Street** (Exit Only)		
Crosswalk (Do Not Block)					
	51	City of Lakeland Traffic Ops		8	Jimmy John's
	50	Cambridge Bay Health	Jimmy John's	9	
	49	Visit Central Florida		10*	
	48	Tuff Shed	*The Carmina*	11	123 N Kentucky Ave
	47	Legends Aviation Academy		12	
	46	Riddle Insurance	Bob & Jerry's Roofing	13	
	45	Lakeland Democratic Club		14	
	44	Encompass Health Rehabilitation Hospital of Lakeland	*The Little Gym*	15	121 Kentucky Ave
	43	Unitarian Universalist Congregation		16	
	42	Bare Skin Tattoo Removal	*Southside Package & Lounge*	17	LDDA Office
Munn Park	41	*RoadProof Technologies*		18	
	40	Women's Care		19	VACANT BUILDING
	39		*COhatch Lakeland*	20	
	38			21	
	37	Polk Christian Prep School		22	
	36	Parajon Orthodontics			
	35	UnitedHealthcare			Harry's Seafood Bar & Grille
	34	UnitedHealthcare			
	31	Lake Michigan Credit Union		28	
	30	Focus Group Florida, Keller Williams Realty		29	

Zone 2

Main St. *(Entrance Only)*