

## Makers Market Instructions

**Event Hours: 6PM-9PM**

**Event Location: North Kentucky Avenue (from the Railroad Tracks to Oak Street)**

**LDDA staff contacts:**

**Main Contact: Brittany Melson - Marketing Staff (863) 259-6971**

**Secondary Contact: Julie Townsend – Executive Director (863) 687-8910**

**These are cell phones. We accept both texts and calls.**

As a Makers Market Vendor, you agree to the following rules and procedures. Please be sure that every person who may work your booth at any time during the agreement term has read these rules and procedures. Violation of these rules and procedures may result in dismissal from First Friday.

### **RULES:**

- Vendors are provided one 10'x10' space unless otherwise determined by the LDDA. All tents must have tent weights. The LDDA does not provide weights, tents, tables, signs, lights, etc.
- Vendors must confine their activities to the immediate vicinity of their booth. Vendors may not walk around and hand out materials. This increases the amount of trash in the streets.
- Vendors must leave their spaces clean and free from trash, debris, food, etc.
- Vendors must maintain a safe and orderly space free of potential trip hazards, etc.
- Vendors 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.
- Vendors may not share booth space with any other Organization or Business without prior consent of the LDDA.
- Placement is at the sole discretion of the LDDA and is final.
- The event time is from 6pm-9pm. Vendors are expected to stay for the full 3 hours except when there is inclement weather.
- No vehicles are allowed inside the event perimeter until 9pm. Vehicles that are part of the Vendor's display MAY NOT leave until 9pm. Plan accordingly.
- Violation of these rules may result in immediate expulsion from the event and termination of the right to participate in the future.

### **SET UP PROCEDURES:**

All employees and volunteers working your booth are expected to know and follow these procedures.

- **If you are setting up prior to 5pm (before the streets are closed),** you must pull out of the lane of traffic to unload your vehicle. If Event Staff is not

available to move a cone for you, you must put on your flashers, get out and move the cone, and pull out of the lane of traffic.

- Unload your materials to the sidewalk adjacent to your space and move your vehicle to one of the designated Vendor parking areas (marked on the event map).
- No tents, tables, etc. may be placed in the parking space (your exhibit space) prior to 5pm. This is a safety issue and will be strictly enforced.
- **If you are setting up after 5pm (when the roads are closed)**, then you should enter the event to unload your belongings from the NORTH cross street closest to your assigned spot - either Oak, Bay, or Pine.
- Approach the barricades on Bay and Pine from the east entrance (Massachusetts) rather than the west entrance (Tennessee) because that is where the zone workers will be located to help move the barricade and allow you entrance.
- Display your vendor placard (attached to this document) on the driver side of your dashboard, so that event staff will know you are authorized to enter the Makers Market footprint. If multiple cars are required for set up, each must have a placard.
- If a Vendor moves a barricade when Event Staff is not present he/she **MUST** place the barricade back into position.
- Proceed to one of the available Makers Market parking locations once you are done unloading but before you set up. Do **NOT** set up your tent or belongings before moving your car out of the Makers Market footprint.
- Vehicles exiting the event perimeter must do so at 10mph and with extreme caution.
- **Vendors MAY NOT enter the event perimeter with a vehicle after 6pm.** This is a violation of the event's agreement with the City of Lakeland.

#### **BREAK DOWN PROCEDURES:**

- Vendors are expected to stay for the full duration of the event, except in inclement weather.
- No vehicles may enter the event perimeter prior to 9pm.
- Vehicles must only enter the event per the event entrance assigned to you.
- Exhibits must be fully broken down and ready to pack in the vehicle prior to the vehicle entering the event perimeter.
- Vehicles exiting the event perimeter must do so at 10mph and with extreme caution.

Violation of any of these rules and/or procedures will result in a written warning to the Owner/President identified in this agreement for the first offense. Continuous violation will result in expulsion from the Makers Market.