

## “Foodie Fest” Special Guest Instructions

**Hot and Cold Food Vendor Set-Up Time: 3pm-4:30pm**

**Munn Park Parking Lot Food Trucks and Trailers Set-Up Time: 3:30pm-4:30pm**

**Pine Street Food Trucks and Trailers Set-Up Time: 5pm-5:45pm**

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

**Event Location: Munn Park, Munn Park Parking Lot, Main St.**

**LDDA staff contacts:**

- **Main Contact: Brittany Melson – Event Manager (863) 259-6971**

As a First Friday Foodie Fest 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.

Please do not forget to print “First Friday Exhibitor” placards for your vehicle (and any other vehicles in your party), or else you may receive a ticket from parking services! All exhibitor vehicles must have a placard visible in their front window.

### **Arrival and Unloading (See attached map):**

- **HOT AND COLD FOOD VENDORS (Numbered 1-44) IN MUNN PARK: Please plan to arrive between 3pm and 4:30pm.**
- Parking spaces will be coned off on the east, south, and west side of Munn Park. Approach the side of the park closest to your assigned quadrant, flag down a worker in an orange shirt, and ask them to move the cone from you. You must unload quickly and move your car by 4:30pm. ***Do not set up tents, tables, or any part of your display without moving your car first.***
- **Any Vendor in Munn Park who cannot arrive by 4:30pm, you must unload** from one of the designated spaces on Tennessee Ave. near City Lot C across from Truist Bank. (Highlighted Blue on the Map). ***You cannot start unloading on Kentucky Ave. or Main St. after 4:30pm because on-street exhibitors will begin arriving.***
- **Any Vendor in Munn Park who cannot arrive by 5:00pm, you must enter Tennessee Ave. from Pine St.** You cannot travel north down Tennessee and enter from Main St. because the street will be closed and the Classy Car Show will be setting up/beginning to chevron park.
- **When you are done unloading, park your vehicle in one of the designated vendor parking areas on the attached vendor parking map.** I suggest parking in the Main St. garage or in the Trinity Presbyterian lot (*better for oversized vehicles or vehicles that find themselves on Tennessee Ave. after 5pm*).
- **FOOD TRUCKS AND TRAILERS SHOULD:**
  - **Food Trucks/Trailers (who serve from the Passenger Side) numbered A-E** must enter Pine St. from S. Florida Ave. so that you will end up facing east and can serve from your passenger side. *Arrive after 5pm if possible because it will be easier and safer to cross the center line when the street is closed.*
  - **Food Trucks/Trailers (who serve from the Passenger Side) numbered F-J** must enter Pine St. from Massachusetts Ave. so that you will end up facing west and can serve from your passenger side. *Arrive after 5pm if possible because it will be easier and safer to cross the center line when the street is closed.*
  - **Food Trucks/Trailers (who serve from the Passenger Side) numbered K-N** must enter from Tennessee Ave. and drive the wrong way through the Munn Park Parking Lot so that you will end up facing east and can serve from your passenger side. *Arrive between 3:30 and 4:30pm if possible.*

- **Food Trucks/Trailers (who serve from the Passenger Side) numbered O-R** must enter from Kentucky Ave. and enter the correct Munn Park Parking Lot entrance so that you will end up facing west and can serve from your passenger side. *Arrive between 3:30 and 4:30pm if possible.*

### **Munn Park Exhibitor Rules:**

- You cannot drive any vehicles into Munn Park.
- You cannot use tent stakes in the ground in Munn Park. Use alternative tent weights (i.e. sand or water).
- Center your tent over your designated space number, which will be painted on the sidewalk with chalk.
- You cannot dump grease or any food waste into the park. **Bring cardboard** to catch any potential oil/grease splatter.
- If you need electricity, then bring *long* extension cords and tape. Parks and Recreation will be on hand to help you connect to the electrical sources in the park, but we cannot guarantee that they will be close to your spot.

### **Tear Down Rules:**

- Exhibitors are expected to stay for the full duration of the event.
- The event does not end until 9pm. Do not start to tear down, pack up, or dismantle any part of your exhibit earlier than 8:45pm.
- Once you have completely disassembled your tent and packed up your belongings, you can retrieve your vehicle--but you cannot drive it back into the footprint of the event until 9pm.
- After 9pm, you can pull into a parking space on Tennessee Ave. (the car show ends early at 8:30 pm) or you can return to Kentucky Ave. (but you must enter from the east side of Main St.) to load your car. Even though the event is over, the streets will still be closed, so drive slowly and carefully. Other exhibitors and some pedestrians will still be in the street.

### **Additional Rules:**

- Exhibitors must confine their activities to the immediate vicinity of their booth. Exhibitors may not walk around and hand out materials. This increases the amount of trash in the streets and the park.
- Exhibitors must leave their spaces clean and free from trash, debris, food, etc.
- Exhibitors must maintain a safe and orderly space free of potential trip hazards, etc.
- Exhibitors 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.
- The event time is from 6pm-9pm. Exhibitors 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 Exhibitor'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.