



# VENDOR SET UP INSTRUCTIONS

**Sunday, October 2, 2011 | Festival Hours: Noon – 4p (rain or shine)**

**BUSINESS VENDOR/CRAFTER Load in begins: 9:30 am | All cars off street: 11am**

Downingtown FallFest will be held on E. Lancaster Avenue between Wallace Ave. and Green Street. Wallace and Green will remain open to traffic during the event.

## **SET-UP FOR BUSINESS & CRAFT VENDORS / SPONSORS:**

**Business Vendors, Craft Vendors and Sponsors can enter the festival area beginning at 9:30 am.** Follow the entry location instructions to your assigned numbered booth space. See below and on the included map for vendor space assignments. **Spaces will be marked and numbered directly on the road with heavy duty crayon.** Please unload your single vehicle quickly, park it, and then start working on your booth. This will help to alleviate traffic congestion. All vehicles must vacate the festival site by 11:00 am. Any vendor vehicle arriving after 11:00 am will not be allowed to drive their car into the festival area. Please be here in plenty of time to set up your booth. FallFest Volunteers will be available to assist you during set up and throughout the day if you have any questions.

## **ENTERING THE FESTIVAL SITE FOR LOAD IN**

**Please enter East Lancaster Ave. @ 9:30a via Mill Alley through McDonald's parking lot.**

Entrance into the street will be a valet attendant process. A FallFest Volunteer will greet you at the entrance onto East Lancaster Ave at the McDonald's lot to direct you to your actual location.

**After unloading your vehicle, a volunteer will guide you out of the Festival area and to Vendor Parking. Each Vendor/Sponsor will get one vehicle pass.** There are three vendor parking lots indicated on the map.

## **SETTING UP YOUR BOOTH**

Each booth space is approximately 12 foot wide x 10 deep. We do not provide electrical power, water, ice, chairs, tables or canopies/tents. It is the responsibility of the vendor to bring and maintain whatever they need for the day.

**The sidewalks behind the vendors must be kept clear for foot traffic.** The sidewalks are not to be used for storage. All boxes, supplies, cooking items, etc. need to be enclosed in your vendor space.

## **BREAK DOWN & CLEAN UP:**

**Vendors can begin breaking down their booth at 4:00 pm.** Cars will be permitted shortly thereafter depending on crowd size for safety reasons. **We highly recommend you bringing a hand truck as there maybe still a crowd in the streets and also many vendors breaking down all at once.** Please bring your own trash bags and manage your trash throughout the day. You can leave your tied up trash bag and table provided at your vendor space.

**You are responsible to clean your space.** If after inspection at the end of the event, your space is deemed unclean, you will not receive your \$50 deposit check and may not be invited to participate in future events. Please bring your own trash bags and manage your trash throughout the day. You can leave your tied trash bag and table at your vendor space. If your space is clean, you will receive your security deposit via mail.

## QUESTIONS?

Contact Jillian Fragale: 610-269-1523, email [info@dtccc.com](mailto:info@dtccc.com)

Saturday-Sunday: 610-620-3328

Thank you for your cooperation. We're looking forward to a great day!

## VENDOR SPACE ASSIGNMENTS

### EASTBOUND SIDE (Vendors 1 – 107, odd #)

- |  |  |
|--|--|
| 1. Dia Doce  | 69. G-Wings                                |
| 3. Dia Doce  | 71. Foster Kade Designs                    |
| 5. First Niagra                                      | 73. Downingtown Area Education Association |
| 7. First Hiagra                                      | 75. Downingtown Area Senior Center         |
| 9. Paintings on People                               | 83. Smaltz's Harley Davidson               |
| 11. Bridge of Hope Lancaster & Chester Counties      | 87. Citadel                                |
| 13. Barefoot Books with the Chester County Book Lady | 89. MacDougalls Irish Victory Cakes        |
| 15. Foster Boys                                      | 91. Denron Signs                           |
| 17. Progressive Housing Ventures                     | 93. Denron Signs                           |
| 19. Progressive Housing Ventures                     | 95. Downingtown Dish                       |
| 21. Hand & Stone Massage and Facial Sap              | 97. Downingtown Dish                       |
| 23. Matchstick Handmade                              | 99. The Righteous Pretzel                  |
| 25. Chester County Technical College High School     | 101. Downingtown Historical Society        |
| 27. Firecreek Restaurant                             | 103. Generation 4 Change                   |
| 29. Doghouse Burgers                                 | 105. Penn Liberty Bank                     |
| 31. Ideal Downingtown                                | 107. Downingtown Skate Park                |
| 33. Preservation Tree                                |  |
| 35. Bel Fiore  |  |
| 37. Mad Science of Delaware                          |  |
| 39. Mary Kay Cosmetics                               |  |
| 41. Sunny Paw, LLC                                   |  |
| 43. Thirty – One Gifts                               |  |
| 45. Kildare's  |  |
| 47. Doc Magrogan's                                   |  |
| 49. Pinball Gallery                                  |  |
| 51. Willow House                                     |  |
| 53. Bailey Family Chiropratic                        |  |
| 55. Scentsy  |  |
| 57. May 23 T-Shirts                                  |  |
| 59. West Chester Watches                             |  |
| 61. Joyce Hughes Originals                           |  |
| 63. Lione's Pizza                                    |  |
| 65. Robert's Subaru                                  |  |
| 67. Robert's Subaru                                  |  |

FREecycle BMX SHOW ON GREEN STREET

BEER GARDEN | RESTROOMS

**WESTBOUND SIDE (Vendors 2 – 120, even #)**

2. Amani's BYOB
4. Gadaletto's Sea Food Market
6. Stella & Dot Jewelry
8. Eagle Chiropractic
10. Paoli Lodge # 290
12. Pretty Cool Shops
14. Horn and Hardart Coffee
16. Robert's Subaru
18. Robert's Subaru
20. Paris Muchanic Jewelry
22. Wendell August
24. Miller's Insurance Agency
26. Habitat Studios
28. Creekside Antiques
30. The Pulsera Project
32. The Pulsera Project
34. Guardians of the Brandywine
36. Recycled Rowhouse
38. Blue Cafe
40. Liberty Mutual
42. Reverse by Andersen
44. Frasier & Friends
46. Center for the Arts & Technology: Nursing Program
48. Recycled Jewelry by Ava
50. Kimberton Whole Foods
52. Sunrise of Exton
54. Bonds Eye Care
56. LL Silversmith
58. Visalus-Body By Vi 90 Challenge
60. Station Taproom
62. Lord's Pantry

64. School of Rock

**SCHOOL OF ROCK STAGE**

66. Downingtown-Thorndale Chamber of Commerce
68. Downingtown Country Gifts
70. Georgio's
72. South Down Homes
74. South Down Homes
76. Signature Style Hair Salon
78. AuPair Care
80. Lisa Praul Photography
82. Beaver Creek Tavern
84. WCC Corkboard
86. ING Financial Partners
88. Amnesty International
90. Highspire Farms
92. Margo's Old Fashioned Ice Cream
94. The Downingtown Library
96. Relative Care, LLC
98. PJ Whelihan's
100. PJ Whelihan's
102. Brian Callery Sunglass Stand
104. Metalledwith
106. Barbara Jean Miche Bags
108. Donnolo's Florist
110. Corynne Hein
112. Andrea's Whimsies
114. Robert's Subaru
116. Robert's Subaru
118. Hot White & Blue Bar-B-Q
120. Hot White & Blue Bar-B-Q