



# RESTAURANT SET UP INSTRUCTIONS

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

**Restaurant Load in begins: 9:00 am | All cars off street: 11am**

## **SET-UP FOR RESTAURANTS:**

**Restaurants can enter the festival area beginning at 9:00 am.** Follow the entry location instructions to your assigned numbered booth space. See 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 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 throughout the day if you have any questions.

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

**Please enter East Lancaster Ave. @ 9:00a via Mill Alley through McDonald's parking lot.**

Entrance into the street will have a valet. 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 per 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. This table will be tagged with your name/space #. We do not provide electrical power, water, ice, chairs, tables or canopies/tents. The Chester County Health Department requires that you have tent. Dan Caprio of the Health Department will be doing on site inspections. Restaurants can use propane grills/cookers or generators at their own cost. If using these items, please be respectful to your neighbor in respect to smoke and general set up.

It is the responsibility of the vendor to bring and maintain whatever they need for the day. Be sure to bring trash containers for inside your booth and plenty of trash bags for your trash. We will set up public trash containers throughout the event.

We are anticipating approximately 3,000-5,000 visitors to Downingtown FallFest. Remember to make the food easy to handle since there are not tables for sitting. Please remember to bring large menus with pricing to prominently hang at your booth. We encourage you to offer family friendly prices.

The sidewalks behind the vendor's 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.

**All Food vendors must supply a Certificate of Insurance, naming as additional insureds the Downingtown Borough, Downingtown-Thorndale Regional Chamber of Commerce and Victory Brewing Company.** If you have not done so already please email ([info@dtccc.com](mailto:info@dtccc.com)) or fax (610-269-8713) this document to Jillian Fragale at The Downingtown-Thorndale Regional Chamber of Commerce by Friday, September 30<sup>th</sup> @ 3pm.

## **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.

Any grease, cooking oil, charcoal, etc. must be removed from the street by the food vendor. Any vendor that dumps or leaves this behind, will not be invited back again to the festival and will not receive their \$50 security deposit check. If your space is clean, you will receive your deposit check in the mail.

**QUESTIONS?** Contact Jillian Fragale: 610-269-1523, or email [info@dtccc.com](mailto:info@dtccc.com) On Saturday-Sunday call Jillian at: 610-620-3328

## VENDOR SPACE ASSIGNMENTS

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

1. Dia Doce
3. Dia Doce
5. First Niagra
7. First Hiagra
9. Paintings on People
11. Bridge of Hope Lancaster & Chester Counties
13. Barefoot Books with the Chester County Book Lady
15. Foster Boys
17. Progressive Housing Ventures
19. Progressive Housing Ventures
21. Hand & Stone Massage and Facial Sap
23. Matchstick Handmade
25. Chester County Technical College High School
27. Firecreek Restaurant
29. Doghouse Burgers
31. Ideal Downingtown
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

### BEER GARDEN | RESTROOMS

69. G-Wings
71. Foster Kade Designs
73. Downingtown Area Education Association
75. Downingtown Area Senior Center
83. Smaltz's Harley Davidson
87. Citadel
89. MacDougalls Irish Victory Cakes
91. Denron Signs
93. Denron Signs
95. Downingtown Dish
97. Downingtown Dish
99. The Righteous Pretzel
101. Downingtown Historical Society
103. Generation 4 Change
105. Penn Liberty Bank
107. Downingtown Skate Park

### FREECYCLE BMX SHOW ON GREEN STREET

**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

