



## MAIZE MARKET – VENDOR GUIDELINES

### Check-In & Set-Up

- **Friday, September 29th: 5:00 p.m. – 8:00 p.m. (Festival Complex will be patrolled by Murphy PD overnight)**
- We highly encourage all vendors to do as much set up on Friday night as possible.
- **ALL VENDORS WHO SET UP FRIDAY NIGHT WILL RECEIVE MUNCH IN MURPHY TOKENS GOOD FOR \$5 OFF AT PARTICIPATING MURPHY RESTAURANTS.**

**LAST RESORT SET UP TIME IS SATURDAY, SEPTEMBER 30<sup>TH</sup> 6:30AM -9:00 AM**

**NO VEHICLE ACCESS WILL BE GRANTED AFTER 8:40AM.  
VEHICLES MUST BE OFF THE FESTIVAL GROUNDS BY 9AM.  
ALL BOOTH SET UP MUST BE COMPLETE BY 9:20AM.**

### Setup Details

- \* Booth set-up may begin after you have checked in with Event Staff. They will have your Munch in Murphy tokens for you (Friday Night Only)!
- \* Parking Pass is required at check-in.
- \* Do not block the street with your vehicle.
- \* **No vehicles are allowed on the grass or sidewalk.**
- \* Unloading is done from the curb; a dolly is recommended and will not be provided.
- \* Unloading assistance is available first come first serve.
- \* **Saturday set up will have a maximum of 10 minutes to get vehicle unloaded in your assigned load/unload zone.**
- \* Vehicles must be standing only; no parking Saturday morning.
- \* Saturday set-up must be complete by 9:20 a.m. – **NO EXCEPTIONS**

### Vendor Parking

- Vendor parking on Saturday is located in the Murphy Municipal Complex parking lot south of the festival, or east of the PSA building. All cars must face the building.

- **IMPORTANT:** Parking Passes will be **available for pick up at the Murphy Community Center, 205 North Murphy Road.** Please make arrangements to come and pick up your Vendor Parking Pass during center hours (Mon-Thurs 8:30am-9pm, Fri 2pm-10pm and Sat 10am-4pm).

- If you cannot pick up your pass please notify event staff ASAP so we can mail it out for you at your request. Deadline for mail out is Friday, September 16, 2016.

- You must have a VENDOR PARKING PASS to access vendor parking. No access will be granted without pass.
- Additional parking is located at Tom Kimbrough Stadium 700 North Murphy Road. Shuttles will be running to and from offsite parking locations beginning at 9:45am.
- You may NOT park on the festival grounds at any time.

### **Festival Eligibility & Rules**

- \* No electricity is provided.
- \* All vendor/booth representatives must be present at booth from 9:20am-7:00pm.
- \* A picture ID is required at time of check-in.
- \* If you are an order based vendor, actual product must occupy at least 50% of your booth space.
- \* If you are an informational booth, you must provide an activity and/or raffle throughout the day.
- \* Each vendor must supply their own clean tent. White is strongly preferred. Tent must match your registered booth size.
- \* All booths are set up on grass – please bring appropriate materials to secure your booth tent (Spike stakes preferably).

***\* Festival provides only the space, all else to be provided by vendor.***

### **Tear Down**

- \* Vehicles will not be allowed for load-out until the fireworks show is complete and the festival is clear of pedestrians at 8:30-8:45pm.
- \* BOOTHS MUST BE DISASSEMBLED AND READY TO LOAD PRIOR TO PARKING VEHICLE IN LOAD/UNLOAD ZONE. ONCE DISASSEMBLED, PLEASE SEE VENDOR ATTENDANT FOR THE OKAY TO BRING YOUR VEHICLE TO THE LOADING AREA.
- \* No early breakdown. Vendors officially close at 7:00 p.m.

[www.murphymaizedays.com](http://www.murphymaizedays.com)

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