

Hello Harvest Fest Vendor,

Thank you for reserving artisan space at our 2-day show October 7-8. Please review the following details regarding setup and parking. **Be sure to reply with the day and time you plan to arrive for set up** and let me know if you have any questions.

CRAFT SHOW HOURS

Booths are open from 10:00 am-4:00 pm on Saturday and Sunday, October 7-8th. Please make sure your booth is staffed for the duration of these hours. To ensure a safe departure, vehicles will not be permitted in the vendor area until after 4:15 pm both days.

SETUP TIMES

Early setup is available on Thursday and Friday, October 5-6, 9 a.m.-4 p.m. Please let us know in advance if you plan to take advantage of early setup and what day and time to expect you. Saturday setup begins at 7:30 a.m., and artisans should plan to arrive no later than 9 a.m. No vehicles will be permitted on the festival grounds after 9:45 a.m. on either day. Each artisan will be directed to their space upon arrival. Be sure to bring all necessary items with you (tent, tables, chairs, etc.). All tents, popup banners, and/or umbrellas must be secured with a minimum weight of 40 lbs. per leg.

SPACE ASSIGNMENT/TRAFFIC FLOW

We highly recommend taking advantage of the early setup times mentioned above to get your tent set up and ready to go for the weekend. All vendors must check-in, drive around the backside of the lodge, and enter the festival grounds using the work road. See attached for a diagram of the show area and traffic pattern and vendor location.

VEHICLE UNLOAD & ALL PARKING

Artisans must unload and then move their vehicles to the paved parking lot **before** setting up their booths. This will ease traffic congestion in the vendor area and ensure all vendors have ample time to set up their booths. No vehicles will be permitted on the festival grounds after 9:45 a.m. on either day.

WIRELESS INTERNET FOR PROCESSING SALES

When setting up your Wi-Fi connection for processing sales, look for **ORDA-Vendor**. The password: **Harvest23!** This network is independent of the public Wi-Fi and is available around the base area for **vendor sales processing ONLY**. Public Wi-Fi should be used for games, social media, etc. Please note that Gore Mountain does not guarantee consistent wireless/internet access.

ELECTRICITY (optional, additional fee, reservation required)

Vendors that reserved and paid for electricity with their vendor application/fees will have access to one standard outlet. The vendor is responsible for all wiring, adapters, and power strips. We recommend bringing 100-150 feet of extension cord, and cord matt/cover as the vendor will be placed at the closest open location near the power source upon arrival for setup.

Thanks again for joining us. We're looking forward to a great fall weekend!

