

VENDOR CHECK-IN

INSTRUCTIONS & PROCEDURES

Your job is to greet craftspeople as they enter and direct them to their space. Booth layouts are on the door to each room and cards with their name and booth number will be in their space, which will be marked out in chalk or tape on the floor.

Aprons are provided for each volunteer. Please wear an apron and a "CHECK IN HERE" **name tag** while you are on duty. Leave aprons at the entrance podium when your shift is finished.

Each **clipboard** has an alphabetical list of vendors listing room/booth number, and the contact person's name. You also have a general map of room locations for each building. At the end of your shift, return your clipboard to the info booth (blue building) or brick building supervisor.

Room locations:

Rooms 1, 2, 3 are on the street level of the blue building.

Rooms 5, 6, 7 are upstairs in the blue building.

Red and Blue rooms are downstairs at the parking lot level of the blue building.

CH (Community Hall) and Dragon Rooms are in the brick building.

Easiest unloading is from Dayton Ave.

If you need help, find the building supervisor or an event coordinator. They are carrying radios.

A few **unloading volunteers** are available to help bring things into the buildings. They are wearing nametags that say "I CAN HELP UNLOAD".

Please remind vendors that their vehicles **must** be moved to the south end of the lower parking lot immediately after unloading, and no later than 9:30am (Saturday and Sunday mornings). They **will** be parked in. If they need to get out during the day they will need to park offsite.

Also remind vendors bake sales are located in the gallery upstairs in the Blue Building. Espresso, baked goods, and lunch foods are available in the Community Hall in the Brick Building. Blue Building vendors may drop off **lunch order forms** and payment at the info desk by 11 am in order to have their food delivered to their booths.

Application materials are not available today. If craftspeople request the return of their application materials, advise them that those materials will be available in the information booth Sunday afternoon.

**THANK YOU VERY MUCH FOR HELPING.
YOUR SUPPORT OF THE PNA IS MUCH APPRECIATED!**