

VENDOR PARKING ATTENDANT INSTRUCTIONS & PROCEDURES

Your job is to get as many of the vendor cars into the south section of the lower parking lot.

Please wear a reflective (yellow or orange) **vest and name tag** while you are on duty.

Early morning parking volunteers will intercept vendors as they enter the parking lots. After they unload, direct vendors to park as tightly as possible in the vendor area of the lower parking lot (south of the zig-zag fence). Vehicles should be parked in close rows, parallel to the play area fence and hillside. Vendors should all be parked by 9:30 or 10 a.m. We must be sure each vendor vehicle has a **card on the windshield** with the person's name and booth number. This will allow us to locate them if someone needs to move their car in the case of an emergency.

Patience will be necessary when vendors leave Saturday afternoon, but it is important to keep as much parking as possible open for shoppers.

Loading zones for vendors are in the following locations. Check-in volunteers in each building will assist vendors in finding their booth locations. A few unloading volunteers are available to help.

- **CH** (Community Hall) and **Dragon Room** – Dayton Ave. side of brick building (no stairs) or lower parking lot (use elevator or stairs).
- **Red and Blue Rooms** – Upper parking lot; doors on north or east for preschool (no stairs).
- **Rooms 1,2,3**, – Phinney Ave. (no stairs) or upper parking lot (use elevator).
- **Rooms 5,6,7** – Phinney Ave. (no stairs) or upper parking lot (use elevator).

Handicapped parking spaces are available in front of the blue building on Phinney Ave. and in front of the brick building on Dayton Ave. They are designated by sandwich board signs on the sidewalk. There are two handicapped spaces in each parking lot, but there are stairs into the buildings.

If you need help, you can go to either building and ask for a building supervisor or event coordinator. They are carrying radios.

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