



c/o 536 9 Ave SE Calgary, Alberta T2G 0S1

Phone 403.998.8907 www.ev-na.com

Vendor Set Up Instructions

We look forward to having you participate and adding to the unique and fun atmosphere created by this event.

SET UP INSTRUCTIONS- PLEASE READ ALL THE INFORMATION CAREFULLY.

- The street fair runs from 9:00am-4:00pm. [Set up begins at 7:00 AM](#) and you may bring your vehicle onto 8th Avenue SE to unload.
- Your vehicle must be off the road no later than 8:00am or it will be ticketed and towed.
- You must be physically at your booth location by 8:15am for set-up. Make your product easy to unload quickly and effectively. Failure to meet the time requirements will result in automatic release of your booth location back to the producer with no refund issued.
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- **We are asking ALL vendors to enter from 5th Street SE from the SOUTH SIDE off of 9th Ave SE**
 - Check in with the Street Marshall (ORANGE shirt) and you will be directed to your table either down the EAST BLOCK (between 5th and 6th Street SE) or WEST BLOCK (between 4th Street SE and 5th Street SE).
 - Street Marshall will also remind you of available vendor parking.
Removal of vehicles from 8th Ave SE must be no later than 8:00am

What is Provided?

- We do not provide: chairs, tents or weather coverings
- We provide at 10' X 10' space marked including a table. You may bring a 10' X 10' tent to cover your table. If you are located on the **NORTH** side of the road, your table and tent must be on the sidewalk. If you are located on the **SOUTH** side of the road, you will be on the street with the back of your tent not covering the sidewalk. This will allow us to comply with the rules set by the Calgary Fire Department.
- You must provide your own table skirting, display equipment or tent/umbrella.

How Will I Know Where My Table Is Located?

You will be issued your vendor location the month prior to the event. When you approach the festival on 5th Street SE from 9th Avenue, you will have to check in with our Street Marshall. They will direct you to your location on either the EAST block or WEST block. Your booth number will be marked with chalk on the street and on the sheet on your table. Your table location will be in the body of the email you received prior. However, as long as you have registered and paid you will be on our list with the Street Marshall.

Tenting At Your Booth

If you are bringing your own 10' x 10' tent, ensure that you have the proper documentation indicating the **CAN/ULC S-109 M** fire rating (usually a tag on the inside of your canopy) which proves that the tent is fire resistant. Spraying your tent with a fire resistant coating is no longer permitted. **A 25 pound weight for each leg** is required to set up your tent. Dumbbells, flats of water, cinder blocks and sandbags are all acceptable forms of weights if tied down properly. Site managers and the City of Calgary WILL be inspecting tents and must meet these requirements for your tent to be used at the event.

Those who do not comply with the above regulations will be required to dismantle their tent.

Parking

Parking will be communicated with all vendors prior to the event. Please keep in mind there is limited parking the East Village due to the redevelopment of the area.

Other

Please be advised that we will NOT be providing table coverings and skirting with the tables. Check your location in relation to your neighbors, ensuring you are in the correct spot. Please DO NOT take tables from other vendors. If you require anything, please ask one of our volunteers to assist.

You are responsible for providing your own trash bags, garbage containers and removing ALL garbage from your site.

Teardown begins at 4:00 PM sharp. The City of Calgary requires all East Village Street Fair vendors to have everything removed from the street and sidewalks by 6:00 PM. If vendors do not obey tear down times they will not be allowed to participate in future events.



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Additional Information

What is the East Village Street Fair and Show n' Shine?

The East Village Street Fair is taking place in the community of East Village. We are located between the downtown core and Inglewood from the Bow River to 9th Avenue SE. Our event will take place on Monday July 1, 2016, and will be open to the public from 9:00am-4:00pm. Put on by the East Village Neighborhood Association the avenue will be closed to vehicular traffic to allow pedestrians to wonder and enjoy the different sites. Included in street fair are numerous elements of entertainment including a family friendly fun zone with interactive activities and musical performances. Many vendors will be selling their wares including locals. The event lasts only one day from 9:00am to 4:00pm.

How Many People Will Attend?

The East Village Street Fair and Show n' Shine is located directly across from the festivities at Fort Calgary. Fort Calgary is expecting approximately 18,000 people to be on sit this year. We expect many to come by the East Village Street Fair. Further, with the redevelopment of the area, C-train users must walk directly through the EVSF in order to attend festivities at Fort Calgary.

If it Rains

Usually the weather is warm, and more often than not, sunny. Please note however, we do not give refunds due to bad weather. The Street Fair goes rain or shine! We have to absorb ALL costs regardless of the weather.
NO REFUNDS.

Information & Organizer Location

The Information Tent will be located directly in front of the former Golden Age Club at 610 8 Ave SE. This is where the lost and found and first aid will be. This booth will be clearly marked and will have all information relating to the East Village Street Fair and Show n' Shine.

Who are our Volunteers?

Our volunteers are community leaders who either live or work in the East Village. Our volunteers will be wearing **ORANGE** t-shirts.

If you are working alone, please ask one of them to grab myself or another organizer to help you.