



Downtown Roseburg Street Faire Vendor Info Sheet

Thank you for joining the Downtown Roseburg Street Faire as a vendor!

EVENT INFO:

SUNDAY, June 9, 2019

Vendor Set up Time: 9am-11am

Event Time: 11am-4pm

Vendor Takedown Time: 4pm-6pm

**Please note that refunds for vendor cancellation will only be given if the vendor notifies Ashley Freeman no later than 14 days prior to the event. Any cancellations within the 14 days of the event will be non-refundable.*

VENDOR SPACE INFO:

- Vendor spaces are 10' x 10'
- There will be volunteers on the day of the event to help direct you to your appointed spaces
- If you have paid the additional fee for a space to be equipped for you, you can expect a 10' x 10' pop-up, a table, and a chair or two at your space when you arrive to set up at the event.
- If you have *not* paid an additional fee for an equipped space, please remember to bring a 10' x 10' pop-up tent, a table, chair(s), and anything additional you may need to equip your space.

ADDITIONAL REMINDERS:

- Please be sure to be active on your social media pages regarding the event and your attendance as to help boost the advertising efforts. We will be advertising, but you are the best person to reach your customers.
- All vendors should be ready to go by 11am when the event starts. No late set ups please.
- If you have any special set up needs or information that we should be aware of, please contact us immediately so we can best coordinate for the event.

Food Trucks:

- If you are a food vendor, please note that there will need to be a fire inspection done prior to the event. If you need help getting this scheduled, please contact Ashley Freeman.

**Please note that no one is to provide beverages at this event. There will be a specific booth dedicated to beverages.*

If you have any questions, please contact us at any time. Thank you again for your participation in this community event!