

Hello, Gobble Up Portland Vendors! We are getting SO excited for the show next weekend, and are thrilled to be seeing more and more ticket "sales" each day (already up to 1,500 and growing fast--just a hair more than we were seeing at this point last year, which rose to over 4,500 by day-of-show)!

Lots of important info to share with you this week:

LOAD-IN

Load-in will be from 7:00-9:00 a.m. on Saturday morning. By 9:00 a.m. we would like to have everyone loaded into the hall, which gives you all at least a full hour to put the finishing touches on your booths before doors open at 10:00 a.m.

There are THREE different entrances available to load in, and you can choose whichever one is most convenient based on your booth location. The middle door that is closest to check-in is a set of double-doors, while the other two are single door width.

You can find the booth map, your booth assignments, and the load-in schedule in your [Vendor Portal](#) (password VENDORS2023)

WHEN YOU ARRIVE

1) Come to the table right inside the main front doors (see yellow star on the map) to check in. This is where we'll get to meet you, point you in the direction of your booth spot, collect your swag, and hand off all your vendor goodies. **Please have your swag ready to hand off when you come to check in.** If you don't know what that means, please refer to our Vendor FAQ so you'll be prepared and won't need to take from the inventory you've prepared for the show, last-minute! (And please be sure to relay this to any employees who are working your booth for you, too.)

2) Quickly unload ALL of your gear in your designated booth space.

3) **Before you begin setting up**, you'll go re-park your car, then return to set up your booth. This part is crucial so that we don't end up with bottlenecks in the loading zone.

Please take a few minutes to familiarize yourself with the layout and your booth placement. Please also **note the restrooms that are behind Booth #8**. While there is a larger set of restrooms behind Booth #82 as well as porta-potties out in the back lot where the food trucks will be, we are keeping this smaller bathroom off of the public-facing map and **reserving it as a vendors-only restroom**. We know how hard it can be to catch a

break during a busy day and we hope this helps in case there is a line at the other two bathrooms.

FOOD TRUCKS + OUTDOOR SPROUTS VENDORS

You will be loading in via the back lot, so we're going to be sending your load-in information to you separately--hang tight for now!

PARKING

There is ample street parking (free!) in the blocks surrounding the venue, though if you are able to we ask that you please park a few blocks away to leave the immediate area as uncongested as possible for shoppers. We want to make it easy for them to come home with full bags of loot after they are done shopping with all of you!

BRING LAYERS!

While the venue is heated, there is only one main heater, right in the middle of the building. Some years it's been unseasonably warm for this show, and some years very crisp and cold outside; the building can be drafty and we do keep the doors open so shoppers can easily enter and access the back lot, so we recommend bringing some layers so you'll be comfortable all day long.

NO EARLY TEAR-DOWN

Please remember that there is **no early tear-down allowed**. Your booth must stay open until the show ends at 5:00 p.m., even if you are running out of product! When vendors begin breaking down before a show ends it heavily affects the experience for shoppers and neighboring vendors so we appreciate your cooperation with this. We also want to remind you that, as per our [Vendor FAQ](#), any late withdrawals at this point are also subject to the \$50 penalty fee.

LOAD-OUT

This will work much the same as load-in, but because you will all be loading out at once rather than at staggered times, **it is all the more important that your booth be 100% packed up and ready to go before you retrieve your car**. Please do your fellow vendors a favor and adhere to this rule; if everyone does then we should all be able to get out of there swiftly once doors close! And again, please remember that you are responsible for packing out all of your garbage and recycling from the day, OR depositing it in the big dumpsters out in the back lot (NOT in the trash cans in the venue that are meant for shoppers' sample cups and such).

Your points of contact for this show will be Lindsey Ross and Heather Peek. You'll most likely meet one of us at check-in but if anything comes up day-of-show, please text one of us at the following numbers:

Lindsey Ross: (503) 488-0022
Heather Peek: (360) 791-1723

Until then, email is best. See you all next weekend, we can't wait!

- Lindsey, Kristen & Heather