



## Vendor Load In & Load Out Procedures

# Load In & Load Out Procedures

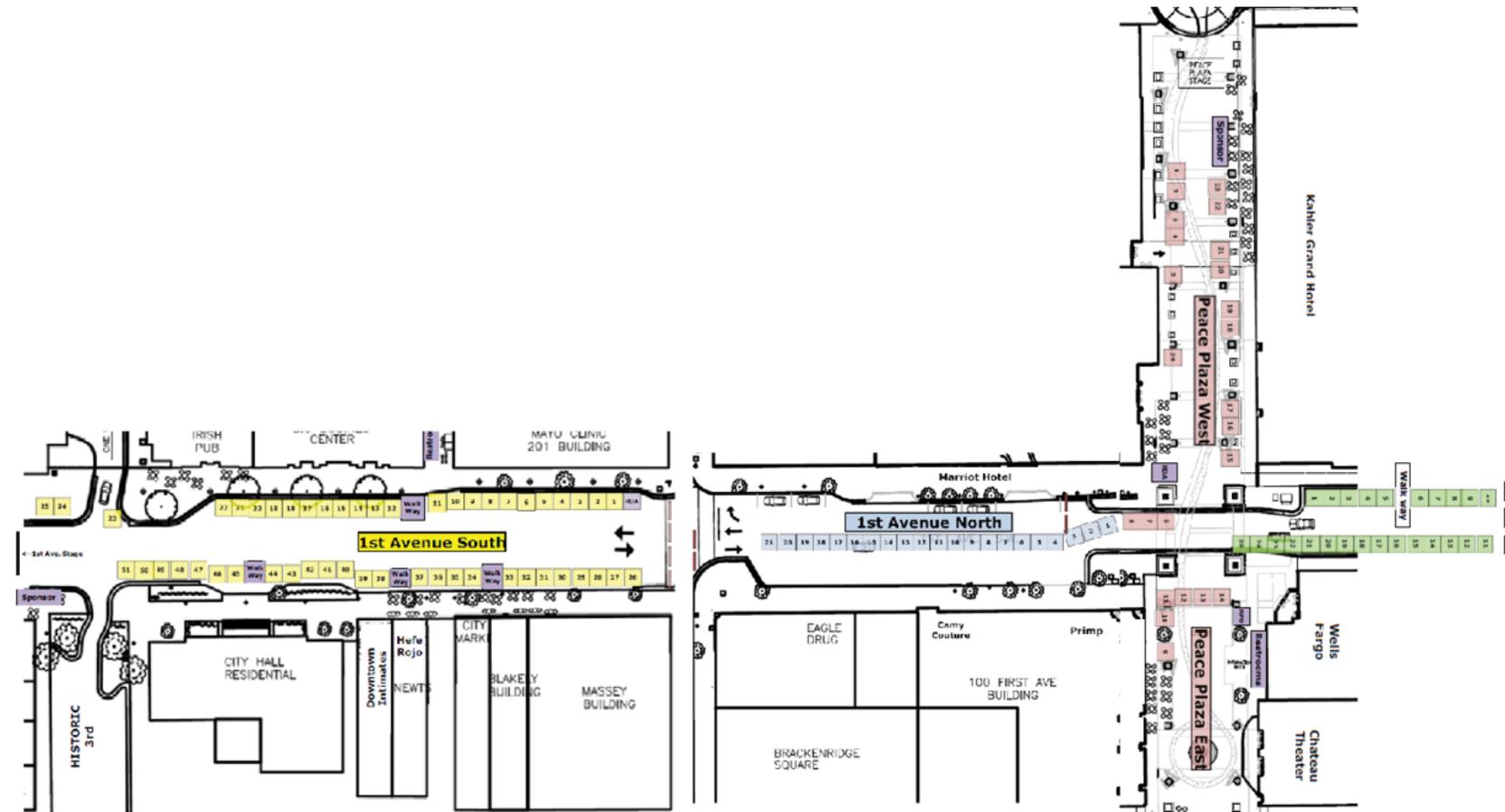
## LOCATION KEY

**RED SECTION:** Peace Plaza (East and West sides)

**GREEN SECTION:** First Avenue next to Wells Fargo building

**BLUE SECTION:** Center section of First Avenue (Primp to U.S. Bank)

**YELLOW SECTION:** South section of First Avenue (HGA/Massey Building to Historic 3<sup>rd</sup> Street)



## PEACE PLAZA

Load-in will begin in reserved parking spaces located in the north section of First Avenue (in front of Lasker's to Victoria's). **NO ONE** is allowed to load-in/out from the Mayo Clinic Gonda turn-around circle. Violators will be ticketed by law enforcement.

### **RED SECTION: Booths 1-24 (all)**

#### **LOAD-IN PROCEDURE- 8-9 AM**

1. Enter by way of Center Street and drive south down First Avenue
2. Unload your items onto the Plaza curb by Lasker Jewelers
3. Park your vehicle
4. Return to cart your items to your assigned vendor location

#### **LOAD-OUT PROCEDURE- 8:45 PM**

1. Breakdown and pack-up your booth
2. Cart your items to the curb in front of Lasker Jewelers or Wells Fargo
3. Retrieve your car from parking
4. Load your car as quickly as possible to allow other vendors to park in the load-in/load-out reserved spaces

**NOTE:** If you are located on the Peace Plaza, you will need to cart your items into your location. (Suggestions: wagons, carts and heavy duty luggage racks) Ultimately this is up to you; keep in mind that you may need to stow this away in your vehicle or keep within the confines of your booth. You will be guided to your location with the help of staff and volunteers.



**GREEN SECTION:**

**Booths 1-5 and 18-25:** Load-in: 9:00-9:30 AM / Load-out: 8:45 PM

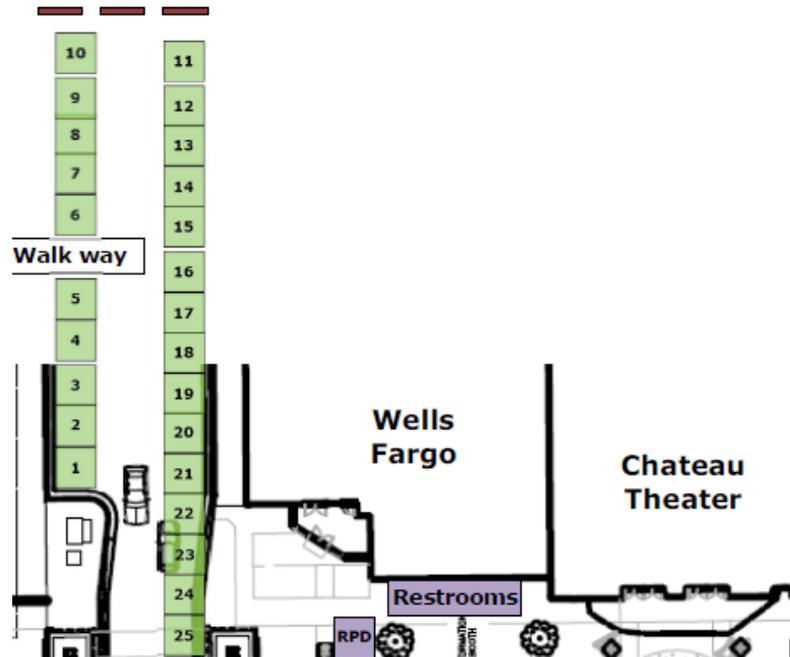
**Booths 6-17:** Load-in: 9:30-10:00 AM / Load-out: 8:45 PM

**LOAD-IN PROCEDURE**

1. Enter by way of Center Street and drive south down First Avenue
2. Drive into the space where your booth assignment is marked
3. Unload your items on the curb by your booth space, then go to park your vehicle
4. Return to your location to set up your booth

**LOAD-OUT PROCEDURE**

1. Breakdown and pack-up your booth and items at assigned time
2. Cart your items to the curb in front of Lasker Jewelers or Wells Fargo
3. Retrieve your car from parking
4. Load your car as quickly as possible to allow other vendors to park in the load-in/load-out reserved spaces



## FIRST AVENUE

### **BLUE:**

**Booths 1-7:** Load-in: 9:15-9:30am / Load-out: 8:45pm

**Booths 8-14:** Load-in: 9:30-9:45am/ Load-out: 8:45pm

**Booths 15-21:** Load-in: 9:45-10:00 am/ Load-out: 8:45pm

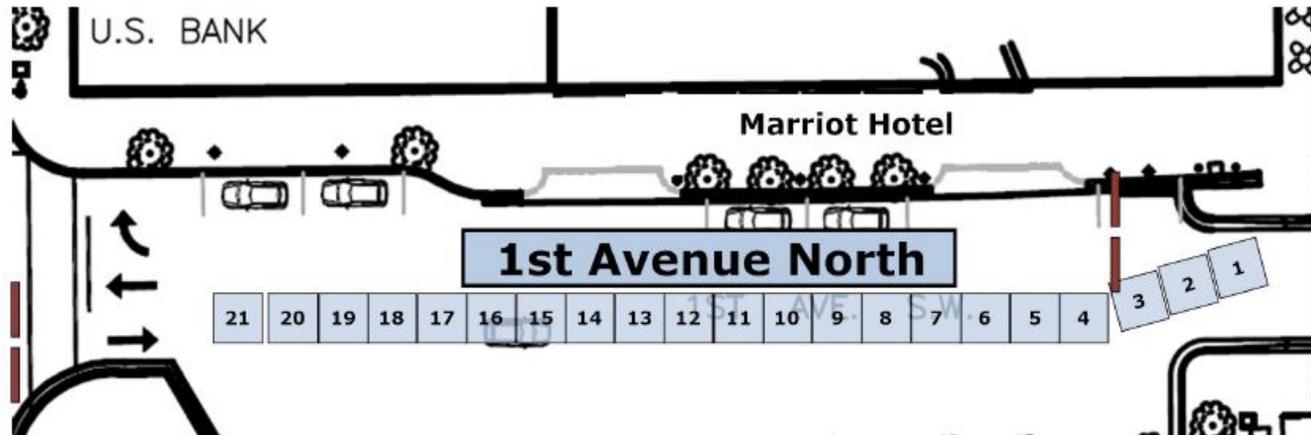
### **LOAD-IN PROCEDURE**

1. Drive north up First Avenue from 2<sup>nd</sup> Street to your curbside location
2. Drop off your items
3. Park your vehicle
4. Return to set up your booth

### **LOAD-OUT PROCEDURE**

1. Breakdown and pack-up your booth and items at assigned time
2. Retrieve your car from parking
3. Load your car as quickly as possible to allow the continuous flow of traffic for other vendors loading out at the same time as you.

**DO NOT** block the moving traffic lane on the Marriott side of 1<sup>st</sup> Ave. All BLUE vendors must stay to the east (side closest to Eagle Drug) of the center double-yellow lane.



**YELLOW SECTION:**

**Booths 12-22 & 38-51:** Load-in: 9:30-10:00 AM/ Load-out: 8:45 PM

**Booths 1-11 & 26-37:** Load-in: 9:45-10:30 AM/ Load-out: 8:45 PM

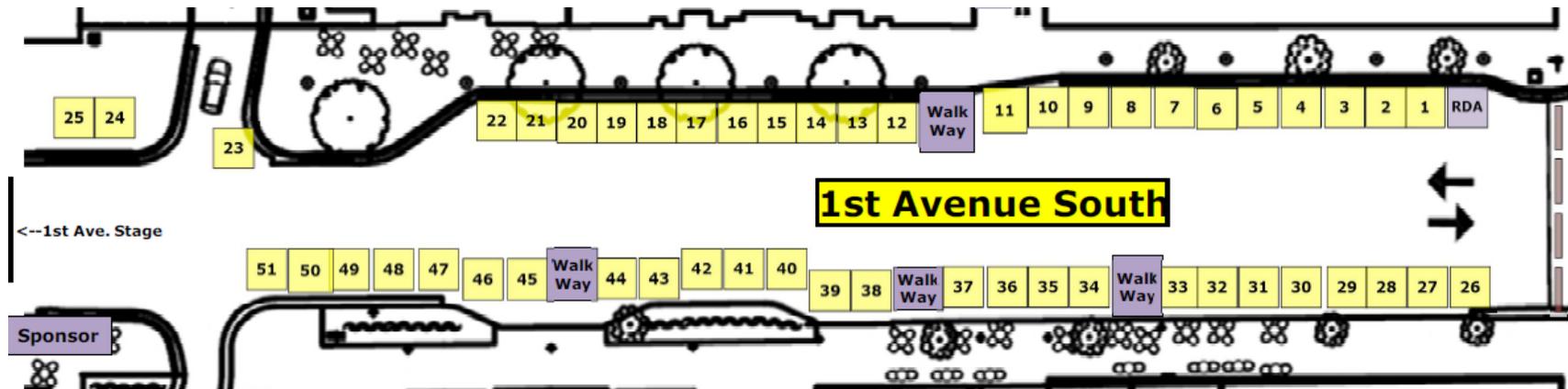
**Booths 23, 24, and 25:** Load-in: 9:45-10:30 AM/ Load-out: 8:35 PM

**LOAD IN PROCEDURE**

1. Enter 1<sup>st</sup> Ave South from 2<sup>nd</sup> Street
2. Drive up to the curb (closest to your booth space) and drop off your items
3. Park your vehicle
4. Return to set up your booth

**LOAD OUT PROCEDURE**

1. Breakdown and pack-up your booth and items at assigned time
2. Retrieve your car from parking
3. Load your car as quickly as possible to allow the continuous flow of traffic for other vendors loading out at the same time as you.  
All vehicles will exit the market area at the Historic 3<sup>rd</sup> Street exit.



Questions? Contact RDA Events Coordinator Bill Fay at [bfay@rdowntownalliance.com](mailto:bfay@rdowntownalliance.com) or 507-216-9882.