



# Vendor Load-In/Load-Out and Regulations

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Welcome to the 2017 South Street Spring Festival. We're in for a great day!

To ensure the integrity and success of the entire festival for our guests and your fellow vendors, we ask that you follow the following basic regulations\*:

1) **LOAD-IN:** Vendors may begin to load in to your booth space at 9:00AM. The following streets will be closed, however barricades may be moved (please re-position them!) for vendors load-in:

- South Street from 8<sup>th</sup> to Front streets
- 6<sup>th</sup> Street southbound from Lombard to Bainbridge streets
- 5<sup>th</sup> Street northbound from Bainbridge to Lombard streets
- 2<sup>nd</sup> Street southbound from Lombard to Bainbridge streets

NO VEHICLES will be permitted to enter past the barricades after 10:00 AM. You will have to unload and carry your items into the Festival Site (please ensure you have a team)

- 2) **All vehicles must be off the street by 10:30AM**, therefore if you plan to load-in with a car, you must be **FINISHED** unloading your vehicle and move it **NO LATER THAN 10:30AM** prior to completing your set-up.
- 3) **All vendors should be ready and opened by 11:00AM**. You would be wise to be ready by 10:30AM as there are hundreds of festival-goers on site by that time.
- 4) For the integrity of the Festival, **all vendors must\* keep their display up and stay open until 6:00PM** (the Festival runs until 8:00PM, but the last two hours are primarily for food & beverage vendors). You may stay open until 8:00PM if you desire – but 6:00PM at a minimum even if you begin to get slow.
- 5) **LOAD-OUT:** Vendors may load-out between 6:00PM – 8:00PM. Please note that **vehicles will NOT be permitted on to the site until 9:00PM**, so if you need to pick up large items (such as tents, boxes of merchandise, etc.) you may close your booth as early as 6:00PM, but you cannot move items requiring a vehicle until 9:00PM. Each vendor **WILL BE RESPONSIBLE** for securing all unattended valuables and possessions. Festival Management does not have storage or security for vendor items.
- 6) Media (TV, radio, newspaper reporters) should be directed to your Zone Manager. **Festival management should give all official comments about the festival.** You may share your own business' **success** story, but *please keep any of your disappointments for discussion directly with festival management* – not with the media. If there is something you don't like or you feel needs improvement, a negative press story could prohibit the chance to make that improvement. Please keep all comments to the press **POSITIVE**.  
If you cannot reach your Zone Manager, please call the Producer (see last page)

## Emergency Conditions

The festival has paid for a Philadelphia Police detail, private security as well as Emergency Medical Technicians. If you see a situation that needs the police (fights, panhandlers, homeless person congregating, etc.) or medical, please call your Zone.

## Tent/Tables/Chairs

If you have ordered a tent, any tables, chairs or other equipment, it will be delivered to your space by 10:00AM. **Tables are bare wooden tops and are unattractive. Vendors will be required to supply their own table covering.**

## Trash

**All vendors are required to remove the trash that comes from their operation** (empty boxes, etc.). If your operation is expected to create a significant amount of trash, please call Specialty Productions in advance (215-625-7980) so that we may discuss a plan.

PLEASE DO NOT dispose of trash in the small, portable cardboard trash receptacles that are placed throughout the festival. Ask your Zone Manager for assistance from the on-site trash crew. If you leave a lot of trash behind in your booth, or dispose of it in the portable containers, **you will be billed a clean-up charge\***.

If you see any trash can that needs attention, please alert your Zone Manager.

## Assigned Space Number/Location

See the **Vendor Placement Map** for your location. There are many factors that go into designing the site plan including grouping of similar vendors; spacing of food/drink vendors versus product/service vendors; placing vendors as near to their permanent business location, date in which your vendor application was received, etc. Your event managers have worked hard to satisfy everyone to the best of our ability, and for the best of the Festival.

You should find your company listed alphabetically on the first two pages with a HUNDRED BLOCK (or 2SP) and LETTER.

### HUNDRED BLOCK

300 Block is between 3rd & 4th streets on South Street  
100 Block is between Front & 2nd streets on South Street  
600 Block is between 6th & 7th streets on South Street  
... and so on

“2SP” is the ever-popular 2nd Street Plaza – site of most of South Street’s events throughout the year and the site of the 2nd Street Concert Stage.

This is such a busy area it has the most porta-potties outside of Brauhaus Schmitz’s Maifest!

### SPACE LETTER

A, B, C, and so on – this is your assigned space within that “hundred block.”

Please be certain you are on the correct hundred block and letter before setting up. You can look at store addresses to double-check your hundred block (an address of 533 South Street is 500 Block / 226 South Street is 200 Block ... and so on). **IF YOU SET UP IN THE WRONG PLACE, YOU WILL BE ASKED TO MOVE – even if you are already set up.** If you are unsure, ask your Zone Manager or any festival staff person.

YOUR **SPACE "LETTER" WILL BE MARKED AT THE CURB LINE** ALONG WITH YOUR DESIGNATED SPACE BETWEEN THE ARROWS.

### Vendor Signs

Each vendor will be responsible for providing their own booth identification/signs/banners. The Festival does not produce vendor identification signs.

### Electricity

Please note that space rental does not come with an electrical source. Please advise us if you have a need for electricity so that we may \*attempt\* to locate a source for you (subject to availability).

### Vendor Parking

Unfortunately, Festival Management does not have any designated parking area for vendors. The following lots are recommended – **but may fill up quickly** (so please allow enough time):

- Lombard Street westbound between 2<sup>nd</sup> & 3<sup>rd</sup>
- 3<sup>rd</sup> Street northbound between South & Lombard streets
- Front Street at South Street
- Penn's Landing – Columbus Blvd at South Street
- Garage – South Street between 11<sup>th</sup> & 10<sup>th</sup>

### SEPTA Options

- #40 will be re-routed from South Street eastbound to Pine Street eastbound
- #47 – North on 7<sup>th</sup> Street / South on 8<sup>th</sup> Street
- #57 – North on 3<sup>rd</sup> Street / South on 4<sup>th</sup> Street
- #47M – North on 9<sup>th</sup> Street
- #23 – North on 11<sup>th</sup> Street / South on 12<sup>th</sup> Street

If you are having shift staffing, please note that parking will become extremely limited after 1:00pm as all lots and garages are expected to fill as a result of the Festival. It would be wise to have later shift staff allow extra time to park.

### Revocation / Closure

Please ensure that all of your staff is aware of these Vendor Regulations. **Failure to comply may result in revocation of your 2017 space permit with a mandatory immediate closure and/or inability to participate in a future South Street Headhouse festival(s).**

### Festival Management

**Producer:** Mark Beyerle, Specialty Productions  
Between now and Festival: 215-625-7980  
Day of Festival: 267-847-2673