Dear Tale of Two Cities Festival Exhibitor:

Thank you for being a part of Avondale & Goodyear’s Tale of Two Cities Festival on Saturday, February 4, 2017. The event is coming together nicely and we are thrilled you are involved.

Below are some logistical details to help everything run smoothly on the day of the event.

Location: Estrella Mountain Community College
Grass area on the Southeast end of the campus right at the intersection of Thomas & Dysart. (see attached map)

Load in times: Friday: 2:00 pm – 4:00 pm Security will be provided Friday night however we cannot be held responsible for any lost or stolen items.
Saturday: 7:00 am – 9:30 am Please note: you will not be able to drive onto the grass after 8:30 am due to the Naturalization Ceremony at 9:00 am. You will be able to cart in your items during that time frame to load in.

WE STRONGLY ENCOURAGE YOU TO ARRIVE BY 8:00 AM at the to reduce traffic congestion. Estrella Mountain Community College can be accessed from Dysart Road and Indian School.

All exhibitors must be set up and ready to go by 10:30 AM
The Festival officially starts at 11:30 however with the Naturalization Ceremony at 9:00 am and the parade at 10:30 am, many attendees will be around the festival area early.

Load in procedure: Exhibitor parking is on the East side of the campus through the staff parking lot labeled Lot B. If you have small amounts or lighter weight items to load in please park in this lot to load in. See the attached map

If you have larger or heavier items vehicles are allowed on the grass however you must enter the festival area from Lot B. You will enter through an opening by the handicapped parking spots. All Vehicles
will make a left into the festival area and circle around to where your space is and exit at the same spot. Please park as close to your space as possible so others can get by. As soon as you have unloaded remove your vehicle from the festival area so that others can get in.

**ALL VEHICLES MUST BE OFF THE GRASS BY 8:30 AM.**

**Parking:** Spaces are provided for exhibitors on the East Side of the Festival in **Lot B** as indicated on the map. Please **DO NOT park in Lot CE** it is reserved for food vendors, entertainment and dignitaries. Please display the attached parking pass on your front dash.

**Teardown:** DO NOT tear down your booth before 3:00 pm. Teardown will be conducted the same way as Set Up however keep in mind vehicles WILL NOT be allowed on the field until the area has been cleared of festival attendees and deemed safe for vehicle movement.

**Command Post / First Aid:** The event command post is located in Komatke Hall in the Plaza Gallery which is the rounded section of the building (it is marked in red on the attached map) This area will have First Aid, Volunteer Check in and they will have radio access to EMT.

**Licensing:** Any exhibitors planning on selling are already fully licensed with the City of Avondale please bring a copy of your license. If you are not licensed we have secured a special event sales license and will provide you with a log to track your sales. We will then collect the tax from you at the completion of the event. **DO NOT LEAVE UNTIL YOU HAVE CHECKED OUT WITH A GOOSEBUMP STAFF MEMBER.** For questions about licensing contact Goosebump. (julie@gbump.com)

**Booth Space:** We will provide a 10 x 10 tent, 1 - 8’ Table and 2 chairs for each booth. If you need additional rentals please contact Goosebump by Friday, January 27. If you have your own branded tent and do not require a tent also please let us know by January 27th.

The map link on the exhibitor site identifies your space by number, an the list link identifies which one is yours. All efforts will be made to adhere to this map but Goosebump reserves the right to make changes on site if need be. Exhibitors are not allowed to move their own space without approval from Julie Peterson. Please keep your display within your 10 x 10 space, as we have to maintain the walkways and be respectful of other exhibitors. If you feel you need additional space we recommend you purchase another space. Please contact [Kimi@gbump.com](mailto:Kimi@gbump.com) for more information.