



VENDOR SETUP & STRIKE INSTRUCTIONS

R.A. Long Park at Civic Circle - Longview, WA

Hello Vendor!

Thank you for choosing to vend at this year's Squirrel Fest on August 17th, 2024! The following instructions are for your benefit. Please review them and make sure you are familiar with all of the protocols. There will be a team on site to assist you every step of the way.

TRAFFIC & PARKING

The Civic Circle roundabout that encircles the park encloses the activities for Squirrel Fest. This unique venue is best navigated when all participants follow the instructions of the Squirrel Fest Traffic Team.

- **7:00 AM: City of Longview closes all access to the Civic Circle.**
- **All traffic MUST ENTER and EXIT via Broadway Street.**
- There is **NO DESIGNATED PARKING** for vendors or attendees.

Traffic Team Members (we wear safety vests) will ensure you have the best experience possible.

Be sure to comply with all directions from traffic personnel.

BOOTH LOCATION

- During your registration, you had the option to request a booth location.
- If you did not, your booth will be assigned upon arrival.

ELECTRICITY & WATER

- If you ordered power for your booth space, you must provide extension cords.
- We recommend at least 100' of cable to ensure you have enough to reach outlets.

ADVANCED SETUP: Friday 8/16, beginning at 12:00 PM - DO NOT BEGIN SETUP UNTIL YOU HAVE CHECKED IN!

- Upon arrival, required check in occurs at the info tent off Broadway St. & 16th near the flagpole (see map).
- Make sure to have your Eventbrite ticket available via phone or print out.

SAME-DAY SETUP: Saturday 8/17, beginning at 6:00 AM - DO NOT BEGIN SETUP UNTIL YOU HAVE CHECKED IN!

- Upon arrival, required check in occurs at the info tent off Broadway St. & 16th near the flagpole (see map).
- Make sure to have your Eventbrite ticket available via phone or print out.
- **7:00 AM: City of Longview closes all access to the Civic Circle.**
- **All traffic MUST ENTER and EXIT via Broadway Street**
- There is **NO DESIGNATED PARKING** for vendors or attendees.

Traffic Team Members (we wear safety vests) will ensure you have the best experience possible.

- **Be sure to comply with all directions from traffic personnel.**

TEARDOWN and LOAD-OUT: Saturday 8/17

- **RETAIL VENDORS must continue to do business until 5:00 PM** - After which TEAR-DOWN may begin.
- **LOAD-OUT begins at 6:00 PM - No vehicles will be allowed into the circle prior to 6:00 PM.**
- **FOOD VENDORS** may remain until 10:00 PM.
- **CRAFTED FOOD VENDORS must remain until 10:00 PM**

QUESTIONS:

- Please direct all questions to info@squirrelfest.com