



# Participant Load-In/Load-Out and Regulations

Welcome to the 2022 Old City Fest! We're in for a perfect Fall day!

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

1) **LOAD-IN ENTRANCE:** Participants may begin to load in to your booth space at 8:30AM. Due to the stages and other set-up elements that will be in the street, you must enter and exit **ONLY** as indicated below:

- **If your space assignment is on 3<sup>rd</sup> Street** – **N**orth and **S**outh blocks
  - **ENTRY** will be from 3<sup>rd</sup> at Market only
  - **EXIT** at either 3<sup>rd</sup> & Market or 2<sup>nd</sup> & Arch streets
- **If your space assignment is on Arch Street** – **E**ast and **W**est blocks
  - **ENTRY** will be from 2<sup>nd</sup> at Arch only
  - **EXIT** at either 3<sup>rd</sup> & Market or 2<sup>nd</sup> & Arch streets

**NO VEHICLES** will be permitted to enter past the barricades after 9:45 AM. After 9:45 you will have to unload behind the stage on 3<sup>rd</sup> Street between Race and Quarry streets (enter the wrong way on to 3<sup>rd</sup> from Race Street) and carry your items into the Festival Site (please ensure you have your own staff – Fest staff will not be able to assist). See “Late Load-In Area” outlined on the below map.

- 2) **All vehicles must be off the street by 10:15AM**, therefore if you plan to load-in with a vehicle, you must be **FINISHED** unloading your vehicle and move it **NO LATER THAN 10:15AM** prior to completing your set-up. **See PARKING info below.**
- 3) For the integrity of the Festival, **all participants must\* keep their display up and stay open until 6:00PM**
- 4) **LOAD-OUT:** Participants may load-out between 6:00PM – 7:00PM. **You must leave your area “broom clean” as you found it or you will be charged a minimum cleaning fee of \$100 from our trash removal company.**

### Rented Tables & Equipment

If you have ordered any tables/equipment/etc., they will be delivered to your space by 9:00AM.

Tables are bare wooden tops and are not very attractive. **Participants will be required to supply their own table covering.**

### Trash

**PLEASE DO NOT dispose of trash in the large Fest trash receptacles that are placed throughout the festival.** If everyone does this, the cans are filled before the festival opens! If you have a lot of trash from your set up, ask your Zone Manager or Site Crew for assistance (they will all have ORANGE t-shirts). We can supply bags and/or remove it from the side of your booth prior to opening. If you leave a lot of trash behind in your booth, or dispose of it in the portable containers, you will get a **clean-up charge.**

### Assigned Space Number/Location

See the attached map for your location. There are many factors that go into designing the site plan including spacing of food/drink participants. Your event managers have worked hard to satisfy everyone to the best of our ability, and for the best of the Festival.

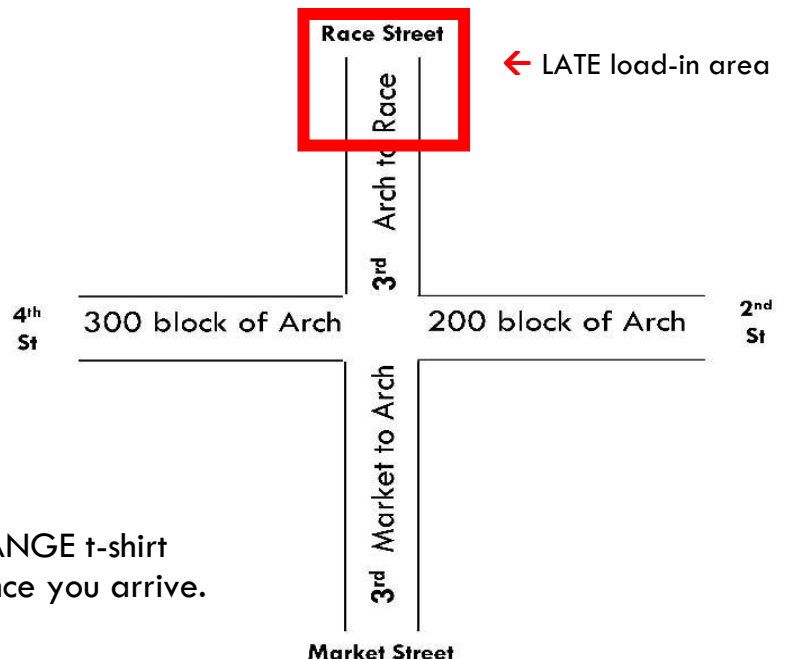
The Fest forms a plus sign (+) at the intersection of 3<sup>rd</sup> & Arch with the 4 blocks called **N, S, E, W**

**North** 3<sup>rd</sup> St. Market to Arch

**South** 3<sup>rd</sup> St. Arch to Race

**East** 200 Block of Arch St.

**West** 300 Block of Arch St.



Please ask any Fest Staff person in the ORANGE t-shirt if you have difficulty locating your space once you arrive.

**PLEASE NOTE that due to unexpected potholes or other incidents, numbers may not be always be placed in sequential order OR as shown on the map – look for your number at the curb line within a space or two to the left or the right of the nearest number or ask your Zone Manager.**

## Participant Signs

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

## Electricity

Please note that space rental does not come with an electrical source. **If you have NOT pre-ordered a rented generator** from our supplier, and you need electricity, it is recommended that you talk to a neighboring business for assistance. Please ensure that any electrical wires you run are properly taped to the sidewalk to prevent a tripping hazard.

## Revocation / Closure

Please ensure that all of your staff is aware of these Participant Regulations. **\*Failure to comply may result in revocation of your 2022 space permit with a mandatory immediate closure (and no refund) and/or inability to participate in a future Old City festival(s).**

## Emergency Conditions

The festival has paid for a Philadelphia Police detail as well as Emergency Medical Technicians. If you see a situation that needs the police (fights, panhandlers, etc.) or medical, please contact your Zone Manager or any staff member you can find wearing the ORANGE t-shirts.

## Festival Management

Each block has an assigned Zone Manager and site crew to assist you in locating your space. In addition, your space number is posted on yellow tape at the curb line to assist you. OFFICIAL STAFF will all be wearing ORANGE T-shirts.

## Parking

The nearest parking garage (fee) is at the Wyndham Hotel accessible heading southbound on 4<sup>th</sup> Street (on the right-hand side after you cross over Arch Street – ½ block from Fest). There are also a few small surface lots (fee) on 2<sup>nd</sup> Street between Market and Chestnut and a relatively inexpensive garage on 2<sup>nd</sup> between Chestnut and Walnut streets (left side – about 3 blocks from the Fest entrance).

*Thank you for your participation and adherence to these guidelines and regulations to benefit everyone. We look forward to a spectacular event!*



Your proud Event Production Team and  
and Partners since Old City Fest inception