

## Participant Load-In/Load-Out and Regulations

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Welcome to the 2024 Northern Liberties Fall Festival.  
We're in for a great day – with Summer-like weather!

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**

**PLEASE PRINT OUT THE VEHICLE ENTRY PLACARD THAT IS INCLUDED BELOW  
YOU WILL NEED THIS TO ENTER THE FESTIVAL AREA WITH A VEHICLE**

- **If your space number is 1 to 35 and SW on NORTH BLOCK from Poplar to Wildey:**
  - ENTRY will be from Poplar Street ONLY
  - Access Poplar from either Oriana Street headed northbound from Spring Garden St. or 4<sup>th</sup> Street headed southbound from Girard Ave.
  - EXIT at Wildey Street at the far top of the festival site
- **If your space number is 37 to 57 on SOUTH BLOCK from Brown Street to Poplar:**
  - ENTRY will be from 3<sup>rd</sup> & Brown Street ONLY
  - EXIT at Wildey Street at the far top of the festival site

**NO VEHICLES** will be permitted to enter past the barricades after 9:45 AM. After 9:45 you will have to unload at corners of 3<sup>rd</sup> & Wildey or 3<sup>rd</sup> & Brown (please ensure you have your own staff – Fest staff will not be able to assist)

- 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 5:00PM**
- 4) **LOAD-OUT:** Participants may load-out between 5:00PM – 6:00PM. **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.**

PLEASE NOTE that we cannot control guest departure, so you may not be able to bring your vehicle on to the street until well after 5:00P.

## 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 red 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 BRIGHT 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 Vendor Placement 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 spans 2 blocks of N. 3<sup>rd</sup> Street AND Liberty Lands Park.

**North** Poplar Street to Wildey Street – **VENDOR SPACES 1 to 35**  
and vendors assigned SW spaces.

**SW spaces** will set up on the sidewalk along the Park with the front of your booth at the curb and customers in the street.

**South** Brown Street to Poplar Street – **VENDOR SPACES 37 to 57**  
and vendors arranged by Ortleib's

Subject to this week's weather, **your space # will be placed at the curb line either on yellow duct tape OR in white spray paint.** Please ask any Fest Staff person 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 2024 space permit with a mandatory immediate closure 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 bright orange staff 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 painted on the street to assist you. OFFICIAL STAFF will all be wearing an bright orange T-shirts.

## Parking

The nearest parking LOT (fee) is at 961 N. 2<sup>nd</sup> Street. Exit the festival footprint at Wildey and turn right. Go to 2<sup>nd</sup> Street and turn right. Parking lot will be on your left-hand side just about 1 block from the Festival.

Most of the parking in the neighborhood is untimed and un-metered.

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





# 2024 Participant

# ENTRY

**Vehicular entry granted between 8:30 a.m. and 9:15 a.m. only**

**Vendors in the NORTH block - enter from Poplar St**

**Vendors for SOUTH block - enter 3<sup>rd</sup> & Brown Sts.**

**NO VEHICULAR ENTRY AFTER 9:45 a.m.**

**All Vehicles must leave the Festival Site by 10:15 a.m.**

**EXIT** only at the top of the Festival site at Wildey Street