



Vendor Setup Rules

These rules & your space placements must be adhered to, **WE CANNOT/WILL NOT MAKE ANY EXCEPTIONS**. Please read this email very closely, if you send another person for your space, please make sure we are aware. We will have over 400 vendor spaces to set in a 5-city block area & it will be up to you to help make this a smooth setup.

Setup Rules & Directions

Setup on June 7th 2024 Friday Evening 7 pm until 9 pm

Setup on June 8th 2024 Saturday 5:45 am until 7:30 am

- 🚚 We would prefer vendors to bring all of their Space Setup on Friday Night, this will assist with congestion on Saturday morning. Tomato Fest attendees will show up early Saturday to shop, the more sales/info you will be able to enjoy if you setup on Friday.
- 🚚 Security officers will be present overnight 8pm Friday June 7th – 6am Saturday June 8th.
- 🚚 You will **NOT** be able to setup earlier or later than the time allotted above; security is there to ensure that no one entering Commerce Street before or after those times. This is in place for your protection and protection of the vendor spaces.
- 🚚 The only option is to unload your Space Setup then move your vehicle out as quickly you **CANNOT** leave your vehicle thru your setup.
 - Remember other vendors are also attempting to unload and park. BE Kind!
- 🚚 We have volunteers at each intersection to guide you to your space. The volunteers will be wearing tees with **Tomato Fest Crew** on the back and will have a clipboard. You need to follow their directions, **no one else**, especially other vendors. Don't assume anything.
- 🚚 You **MUST** have your Section Letter and Space Number(s). If someone else is coming in your place, be sure they have the information.
- 🚚 You **MUST** follow the directions to the side street you will enter, you will be asked to turn around if you do not follow the directions, I am providing the directions to you in this email. **You cannot drive over the electric power cords**; this is why we are strict about setup.
- 🚚 110 plugs are going to down the middle of Commerce St. They will be available to each space in the middle section of Commerce. Be sure to bring your extension cords.
- 🚚 Those on the sidewalks/other area remember you may **NOT** have access to electric. No Guarantees

Trailer/Trucks Vendor Rules

Same as the rules above with a few exceptions

- 🚚 If you have a 50-amp reserved & fees have been paid – (**See the photo on back page of the outlet**) attached of the plug you must be able to plug into. This will be the only option available.
- 🚚 Reminder – **quiet generators are accepted** – You **MUST** tell me if this is the option you have chosen prior May 30th.
- 🚚 You will be guided to your space by volunteers; **you cannot drive over the electric power cords**.

Re-Read the Setup Rules & Directions!



50 Amp Plug

During setup, please find your Setup Volunteer in a Tomato Fest Crew with a clip board if you need assistance. They will contact Kim Felt as needed

Saturday – The Event is scheduled 8am until 3pm

Break Down & Vehicles

- ⚡ Electricity will **shut off at 3 pm**, so the city can begin their task of pulling up electric.
- ⚡ **No vehicles** will be brought in or out Commerce Street **until after 4pm (Trailers included)**.
- ⚡ Security & the police department are aware of this break down policy.
- ⚡ **If you have food that requires refrigeration, please prepare for the electricity to be off at 3pm**
- ⚡ Please, don't pack up your space prior to 3 pm as potential customers will be walking around. Not following this policy could prevent your returning to Tomato Fest as a vendor.
- ⚡ Thank you for participating in the historic **40th Tomato Fest!**

Re-Read the Break Down & Vehicles!

Register will be available **Feb 1st 2024** online:

www.jacksonvilletexas.com/tomatofest

Questions:

coordinator@jacksonvilletexas.com