



## 2021 VENDOR MARKETPLACE PRESENTED BY



### KNOW BEFORE YOU GO

Thank you for supporting Come Out With Pride 2021. We are looking forward to seeing you at the festival on Saturday, October 9. Everything you need to know regarding event day details can be found in this document. For questions, concerns and other needs please email [marketplace@comeoutwithpride.org](mailto:marketplace@comeoutwithpride.org). We will only respond through Oct 7 as we will be busy preparing the festival after that. Thank you for your understanding!

### DAY OF SAFETY CONCERNS?

Come Out With Pride Event Command Center	Emergency Safety Needs
Dial 407-487-2861	Dial: 911

Please do not call the command center unless it is an emergency.

## RIGHT NOW

**STEP 1: Print this whole document.** Please ensure you have read through this entire document and fully understand the load in schedule. With over 200 vendors unloading along the same road, it is important that you arrive **ONLY** within your designated arrival time frame to ensure a smooth load in experience. Please **DO NOT** Approach the entrance until it is your window.

**Note: NO additional equipment will be available the day of the event! We will not be able to accommodate any requests.**

Bring your own extension cord (recommend 50ft to 100ft) if you have purchased access to power. Assigned spaces have been strategically placed where power generators are located. We will not be able to offer power if you have not purchased the power package.

**STEP 2: Print a copy of your general liability insurance certificate naming Come Out with Pride and the City of Orlando as additional insured. You will need to present this with your registration confirmation email when you arrive.**

Come Out With Pride Orlando, Inc.  
424 E Central Blvd Suite 415  
Orlando, FL 32801

City of Orlando  
400 S Orange Ave  
Orlando, FL 32801

You will not be allowed to participate in the Marketplace without this, nor will we issue any refunds for anyone who does not bring this documentation. Please note email copies are not accepted. Thank you for your understanding.

**STEP 3:** Print your Marketplace loading pass and fill it out. This is located at the end of this document. **THIS IS NOT A PARKING PASS.**

# ARRIVAL ON SATURDAY OCT 9, LAKE EOLA

## LOADING ZONE GUIDELINES

It is extremely important that you follow all of the loading zone guidelines to ensure that the event day setup process is as smooth as possible. Please follow the festival volunteer instructions.

There is a small window of time for setup and a lot of vendors & sponsors.

**STEP 1:** Write your booth location number along with your name and cell phone number on the pass. Place this pass in your windshield. You will need it to access the unloading area.

**STEP 2:** Arrive at the unloading area during your designated time frame. The unloading area is from Rosalind ONLY. Entry Point: ([GPS: N 28°32'44.4 W 81°22'33.2](#)) There will be a designated Marketplace volunteers to assist directing load-in and answer location questions. **Thru-traffic is only in the 2nd lane from the right (South) side of the street. Please see the map below for details.**

**STEP 3:** Park directly in front of your designated space, making sure the eastbound lane is not obstructed. Unload your equipment, then move your vehicle from the Marketplace area once your timeframe is over.

- Tents (if requested), tables, and chairs will be set up before you arrive.
- A space # has been assigned to you; find your assignment that will be clearly marked. You are not permitted to move your spot.
- Hours of operation: 12:00PM - 7:00PM. We ask that you have a representative at your booth at all times during this time.
- If you are bringing your own tent, the tent **MUST BE WEIGHED DOWN**. Please plan accordingly, we will have no weights to offer.

Tent Staking is not permitted. The Fire inspector will go through at 11:00 AM and all tents must be secured.

- All vendors must be set up by 11:00AM (all walkways clear, tents secure).
- **NEW** – All vendors are requested to follow CDC guidelines on COVID-19 prevention including the wearing of masks and providing hand sanitizer at their location.

## STEP 4: HAVE FUN

## LOAD INSTRUCTIONS

If you have multiple spots in a block, please arrive at the first window. You will not be given extra time to off load if you have multiple spots.

Please be prepared to empty all the contents of your vehicle within the 20 minutes allotted. This would help us allow for smooth load in and bring in everyone on time. If you need help please bring extra hands.

Please reference the map below for block locations.

Please make note of the Robinson Street Lane diagram within the map.

## LOAD IN SCHEDULE

You will load in according to your booth numbers:

Booth Numbers <b>1</b> and <b>6</b>	ARRIVE <b>8:00 AM</b>	DEPART <b>8:20 AM</b>
Booth Numbers <b>3</b> and <b>8</b>	ARRIVE <b>8:30 AM</b>	DEPART <b>8:50 AM</b>
Booth Numbers <b>5</b> and <b>10</b>	ARRIVE <b>9:00 AM</b>	DEPART <b>9:20 AM</b>
Booth Numbers <b>2</b> and <b>7</b>	ARRIVE <b>9:30 AM</b>	DEPART <b>9:50 AM</b>
Booth Numbers <b>4</b> and <b>9</b>	ARRIVE <b>10:00 AM</b>	DEPART <b>10:20 AM</b>

The diagram illustrates the layout of Robinson St. for the 2024 MarketPlace event. The street is divided into several zones and lanes:

- Top Section (A-E):** Labeled "LOAD-IN ENTRANCE ONLY (THRU LANE 2ND FROM RIGHT)".
- Middle Section (F-I):** Labeled "UNLOADING LANE (3RD FROM RIGHT)".
- Bottom Section (J-N):** Labeled "LOAD-IN EXIT ONLY".

Key features and landmarks include:

- MARKETPLACE:** A large yellow rectangular area on the right side of the street.
- INFO BOOTH:** Indicated by an orange star on the left side of the street.
- ROBINSON ST. LANE DIAGRAM:** A central black box with white text detailing the lane structure:
  - MARKETPLACE TENTS / FOOD
  - VENDOR LOAD-IN (20 MIN MAX)
  - >> THRU LANE >>
  - SPONSORWALK LOAD-IN (20 MIN MAX)
- Streets:** Robinson St. runs vertically. Other streets shown include Rosalind Ave., Eola Drive, and Georgia Ave.

## BREAKING DOWN

- Marketplace closes at 7PM.
- We encourage vendors to be packed up by 9PM.
- Early breakdown gives the impression that the festival is over and is strongly discouraged per your Exhibitor Agreement.
- Should weather dictate, our Festival Director will inform you that we are breaking down early. Your safety and that of our guests is top priority.
- Keep Lake Eola beautiful by doing your part! Gather and bag all trash. Please close trash bags and leave within your booth for easy pickup. Unbagged trash left in your booth will result in a fine and a possible ban from future events.
- The same loading zones and entrances will be available to you for breakdown. **Please note that vehicles will only be allowed with a parking pass provided below. Be extremely careful!** Thousands of guests are still roaming the park and the sun has already set.

PLEASE PRINT, AND FILL OUT ENTIRELY  
PLACE IN WINDSHIELD WHILE PARKED IN LOADING ZONE

**THIS IS NOT A PARKING PASS**

# MARKETPLACE

LETTER BLOCK: \_\_\_\_\_

BOOTH / SPACE #: \_\_\_\_\_

COMPANY: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_