



Fil Fest @ Town Center Virginia Beach October 21-22 2016

LOAD-IN

- Please show up on time as there are other vendors scheduled around your set up. On October 21-22 Vendors will be directed to their location in Town Center Plaza on Central Park Avenue starting at 300pm Friday and 900am Saturday. Coordinators will be available for assistance and will have parking arrangements assigned.

Show times are 6pm - 10pm 21 OCT
 12noon - 10pm 22 OCT

ALL VENDORS

- If you are using one of our tents, please do not stick anything on the inside or the outside using tape or anything else.
- **All food vendors must have a certificate of insurance – COI written according to the guidelines**

FOOD VENDORS

- All vendors using any type of oil must use something like Dawn dishwashing soap to cut the grease and oil or will be charged a cleaning fee.
- All vendors must sweep up all of their food remnants before leaving. Bring a broom & dust pan.
- All roofing or paper must be taken with you.

LOAD OUT

- Once you are completely packed up and your tent is clean, then you will be able to get your vehicle.
- **No one is allowed to leave until we inspect your space.** Please do not leave anything behind: zip ties, trash, cardboard etc. Please bring a broom so you can sweep your spot.
- Please know that you may not be able to drive in at the same connector as you loaded in. I will get clearance at to which connector you will be allowed to drive in on.
- There is a bigger picture out there (traffic, backstage load out, etc.) We will do our best to get you out quickly and safely.

Thank you for helping make this a successful event.

Marilou Huling –757 -553 7385

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