



LOAD-IN and LOAD OUT FOR FILFEST 2017

Waterside District / Town Point Fountain Park

LOAD IN

STAGE AND TENT SET UP

For Mule/Town Bank Fountain Plaza – Tent supplier and set up crew will commence

- October 13 600pm-900pm Setup
- October 14 1000pm Breakdown

NON FOOD AND FOOD VENDORS

Please show up on time as there are other vendors scheduled around your set up On October 14 2017

Vendors will be directed to their location in the Mule/Town Bank Fountain Plaza **700am Saturday**. Point Person will meet you at designated time. Coordinators will be available for assistance and will have parking Load in and load out arrangements assigned.

Fil Fest show times are:

- 900a - 930pm 14 OCT

ALL VENDORS -700am

- 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 and proper permits for the City of Norfolk inspection

FOOD VENDORS

- All food vendors using any type of oil must use something like Dawn dishwashing soap to cut the grease and oil or vendor will be charged a cleaning fee.

LOAD OUT -930p

- 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 HOST AND STAGE MANAGER
George Alcaraz: 757-620-8040 FILFEST EVENT COORDINATOR