



Jingle Terrace Live Instructions

December 10th, 13th, 15th, 16th, 18th, & 22nd 2023
5:30 PM - 9:00PM

- Please follow the **SET UP & BREAKDOWN TIMES AND INSTRUCTIONS** in this confirmation package. Staff will help you find your space. Have this **SPACE CONFIRMATION & ASSIGNMENT** sheet available. Assignment is for the space only - **you must provide your own canopy and fixtures.** Space size is 10 wide x 10 deep.

- **SET UP:** Will begin at 3:00pm. Please pay special attention to the **Booth Location and Load In & Out Procedure Attachment. DO NOT LEAVE YOUR VEHICLE IN THE OFF-LOAD AREA WHILE YOU SET UP! UNLOAD YOUR VEHICLE AND THEN GO TO THE DESIGNATED VENDOR PARKING BEFORE YOU SET-UP YOUR BOOTH!** Unload quickly so other vendors can get into the on/offloading area. Vendors must be set up by 5:15pm so plan accordingly.

- **SALES STOP PROMPTLY at 9 PM EACH NIGHT.** Please note we cannot guarantee a separation from competitors or similar products among vendors. We have done our best to limit overlap in the types of vendors approved for this venue but there is **NO EXCLUSIVITY in any Kennedy Events.** Thank you for your understanding.

- **BREAK DOWN.** At 9PM vendors should start breakdown and bring **ALL equipment to the Vendor On/Offload Area at the entrance of Venue BEFORE RETRIEVING THEIR VEHICLE.** Making trips back and forth to the entrance will take more time and back traffic in that roundabout. Vendors need to be off the venue premise by 10:30PM so cleaning crew can come in. **CLEAN-UP OF YOUR SPACE AND REMOVAL OF TRASH IS YOUR RESPONSIBILITY!** Your application will be rejected for future events if your space is not left clean. Please work with us to leave your area as clean as you found it.

- **SALE OF ILLEGAL ITEMS, WEAPONS** (including certain types of knives), **EXPLOSIVES** (including fireworks, poppers, snap caps, and bomb bags) are prohibitive. No tobacco, tobacco/drug paraphernalia or any item that promotes the use of any Federally Controlled Substance, including Marijuana. **Violations WILL CONSTITUTE FORFEITURE OF FEES AND IMMEDIATE DISMISSAL.** Sale of listed on application or deemed harmful or inappropriate by staff is also grounds for forfeiture of fees and dismissal from the event.

- **DECORATIONS:** This is a Holiday Show so please come with your best canopies and Christmas decorations for your booth space! The more whimsical and inviting your booth space is, the more you enhance and support the holiday atmosphere of the event!

- **ELECTRICITY.** Not available unless by prior arrangement. **If you use a generator, it MUST be a “Quiet-Type” generator or inverter that has very low decibels such as the EGRETECH SONIC 600W -NO EXCEPTIONS!** If we receive complaints from the Moonlight Team or neighboring vendors about your generator, you are at risk of being asked to turn it off.

- **LIGHTING:** This is a repeating Light Show that will have music and Christmas lights playing off and on throughout the event. **BRING YOUR OWN LIGHTS FOR YOUR BOOTH TO ILLUMINATE YOUR MERCHANDISE!**

- **HAWKING & EXCESSIVE NOISE.** No one is allowed to hawk products or services, or disturb others with excessive noise. **No amplification allowed.** You must operate from **within** your exhibitor space.

- **FIRE, HEALTH & SAETY.** County Health Department inspects all food vendors for compliance. Food vendors are responsible for **BRINGING** their own food permits.

- **QUESTIONS? Phone: 760-945-9288 or Email:** lauren.alto@kennedyfares.com or abraham.alto@kennedyfares.com