



1st Annual Spring Festival Vendor Instructions

Dear Vendor:

You're officially registered and we are so glad that you will be joining us for the Spring Festival! The excitement is building, and this year's event will be a spectacular return from our 3-year hiatus. This letter contains important information on the event to be held Saturday, April 15th in downtown Porterville.

We will be giving you your Booth number on Friday the 14th – **please do not call in advance**. Our vendor recruitment staff and others will greet you on Saturday morning as you pull in to provide you with your number, your daily permit, parking, and other instructions. All booths are located on Main Street between Olive and Morton with number 1 being near Olive on the west side of the road. ***All odd numbers will be on the west (left) side of the road and all even numbers will be on the east (right) side of the road.***

Note, due to the street closure you will need to **ENTER Main Street from Olive. Please DO NOT use side streets**. And remember, there is NO electricity available. Food vendors must follow the previously mailed guidelines as the Tulare County Health Department will do a check. Finally, each vendor is limited to one vehicle for unloading at any given time. As soon as you unload the initial vehicle, you may bring another onto Main Street. Provide that vehicle with your pass to enter on Olive St.

You may begin setting up on **Saturday, April 15th at 6:30 a.m.** Booths must be in place by 8:45 a.m. and vehicles must be moved by 8:30 a.m. - although, we do ask that you try to unload as quickly as possible and move your vehicle sooner.

All vehicles must be parked outside of the barricades for the day and may not be brought back onto the street until 4:15 p.m. at which time the event chair has opened the street and all attendees have exited (this is for everyone's safety and protection). When loading up, vendors can only enter Main Street from the Olive entrance, and only one vehicle at a time – the entrance pass must be on the vehicle dash. Note, we will have three exits to ease traffic congestion. You will be provided with a map. Vendors are asked to load up and clear Main Street by 6 p.m. You are responsible for picking up your own trash. Our event staff will provide you with trash bags and can direct you to the disposal bins if needed. Event staff will be mailing your compliance deposit back on **Friday, April 21st** provided you did not show up late, have remained open until 4 p.m., and left your area clean and free of trash.

Thank you again for your participation in the 2023 Spring Festival! Our committee looks forward to welcoming you with a warm smile, doughnuts, and coffee - We'll see you April 15th. Please feel free to give us a call if you have any questions at (559) 784-7502 or email us at events1@portervillechamber.org.

Sincerely,

Kristy Martin
CEO/President

tag us at @portervillechamber



Spring Festival Vendors

We are getting closer to our event and are very excited that you are going to be a part of it. We are going to begin heavy promotion of the event to make sure we draw a large crowd to our community that day and we could use your help. I have included a template link to some social media graphics on Canva. If you are familiar with Canva, you can use these graphics to just insert your business name, logo, and/or pictures of your products, services, or team. If you have never worked with Canva before, or would like us to put your info onto the graphics for you, please just email us some photos and your information and we will send you back graphics that will just be ready for you to post on your social media channels. The more buzz we can create around the event and the more we can spread the word, the better! Please let me know if you have any questions or need any help! Looking forward to seeing you all out there very soon.

First, please login to your Canva account

New to Canva?

Create your free account [here](#)

**Then, please click the link below to
access your templates**

**[CLICK HERE TO ACCESS
THE TEMPLATES](#)**

**If you have any questions please contact
Kristy at kristy@portervillechamber.org**