

DEALER EVENT INSTRUCTIONS

Onsite & 24/7 phone number: 312-666-1200

Fast way to reach us: info@imagepilots.com

Please read the entire memo VERY carefully as this includes ALL the information you will need to have and assist with a smooth arrival, load in and ensure you have an enjoyable market.

GENERAL INFORMATION

MARKET OPENING TIMES

- EARLY BUYING 8AM TO 10AM on Saturday, regular hours 10am closes at 5pm
- Sunday 10am closes at 4pm

PLEASE ensure you are at your booth at 10am. These are the rules. We think these times are more than reasonable for everyone to be present at their booths and it looks very bad for the whole market to have covered/unattended booths after opening. In addition this is a security risk that no one can be responsible for.

ADDRESS AND ENTRANCES

Plumbers Hall Facility
1340 W Washington Blvd (can also be accessed on Randolph Street between Ada & Ogden Streets)
Chicago, IL 60607

There are entrances to Plumbers Hall on both Washington and Randolph. Washington is a one way street that runs East and Randolph is a one way street running West, although there is a service corridor on either side that runs East. Driving directions also included.

TABLE AND CHAIR ORDER

If you have not already told us your table and chair needs please email info@randolphstreetmarket.com immediately. We do not have spare tables so you must have ordered and paid for them to ensure you get them. Tables are \$15 and Chairs are \$10. Tables are either 6ft or 8ft in width.

Once we have an order for you we will assume that this is what you will require each month unless you tell us otherwise.

SCHEDULE FOR VENDORS

General Load In

This varies for each area. Please review your area carefully, below is general information for all areas and then the individual details for each area follow.

FRIDAY

FRIDAY AM/PM-BUILDING LOAD IN FOR INDOOR ANTIQUE DEALERS, INDIE DESIGNERS, FANCY FOOD

12pm-5pm BALLROOM VENDORS ONLY – NO HALLWAYS OR CORIDORS UNTIL 5PM – loading dock

2pm-8pm LOWER HALL INDIE DESIGNERS – enter Ada Street alleyway after 5pm and the loading dock from 2-5pm

5pm-8pm ALL HALLWAYS & CORRIDORS, PLUS BALLROOM – Loading dock and main entrance open for load-in

- **12pm-5pm:** You can pull in to unload in the parking lot that is to the north of the building by the rear entrance. This is the loading dock and you can access the lower and upper halls from here. You will park on the north parking lot that is by the rear entrance to the building and enter for load in through these rear doors. When you've unloaded, please move your vehicle away from the dock bays so someone else can park here and unload easily. **AT 5PM, YOUR VEHICLES MUST BE MOVED OUT OF THE LOT AND ONTO THE STREET AS WE BEGIN LOADING OUTDOOR VENDORS INTO THE PARKING LOT AND CANNOT HAVE ANY CARS OR TRUCKS SITTING IN THESE SPACES!**

- **5pm-8pm: As the building is in use until 5pm you cannot access or load in through the main entrance of the building until after 5pm, or set up in the corridors until after 5pm.** After this time, you are free to enter the building through the loading dock or the main entrance.
- **INDIE DESIGNERS LOADING IN LOWER HALL 2PM-8PM:** You will park on the alley that is by the rear entrance to the building and enter for load in through these side doors. Once you have loaded in, you must move your vehicle to the street.
- Please note the building CLOSES at 8pm therefore you need to be ready to VACATE the building at 8pm.
- You have hopefully let us know the approx time you will be arriving, please be aware that it is still a first come first served in terms of load in spaces and access to elevators and porters. Our busiest times are 12-2pm for load in.

FRIDAY PM-PARKING LOT LOAD IN FOR OUTDOOR DEALERS ESPECIALLY WITH COMPLICATED SET UPS
6pm-8pm OUTDOOR PARKING LOT VENDORS - You can access & load in your outdoor booth on Friday night.

- If you are able to bring your trailer/truck in on Friday night and leave it on site we will be able to position you in your booth. We would encourage you to do this if you can to avoid the massive load in on Saturday morning. The entire perimeter is also fenced and gated.
- **PLEASE NOTE THAT AS WE CAN NOT MAKE PEOPLE LEAVE WORK AT PLUMBERS HALL AT 5PM THAT THERE MAY BE SOME CARS STILL IN THE LOT AT 5PM. THERE IS CLEARLY A CHANCE THEY COULD BE IN YOUR SPACE AND YOU WOULD HAVE TO WAIT FOR THEM TO LEAVE. MOST OF THE LOT IS OPEN BUT PLEASE BE PATIENT IF YOU CAN NOT GET INTO YOUR SPACE UNTIL A LITTLE LATER.**
- OUTDOOR DEALERS ARE PERMITTED TO CAMP ON THE PREMISES. THERE ARE PORTA POTTIES BUT NO SHOWER FACILITIES.

SATURDAY

SATURDAY AM OUTDOOR LOAD IN PLUS SOME INDOOR INDIE DESIGNERS LOAD IN

7am-10am OUTDOOR S & P VENDORS ONLY

8am-10am INDOOR ANTIQUES DEALERS, FANCY FOOD, INDIE DESIGNERS CAN ACCESS BUILDING

- Due to us managing the load in of the outdoor dealers there will not be access to the inside of the building until 8am. The inside opens to the public at 10am.
- **ALL INDOOR VENDORS: This time on Saturday morning is for further set up of your booths and NOT for a full load in as there will not be any space available to pull up your car for unloading.**
- **INDOOR INDIE DESIGNERS/LOWER HALL:** The space for load in with cars will be extremely limited. You will need to pull up your car unload and move your car immediately before you start to set up your booth. You will load in from Ada St that is closer to the lower hall. Please enter from Ada St – there is a wide alley just south of the main parking lot that goes towards the building. Please enter down here, unload and then move your car into a parking spot on Ada (on the diagonal to maximize parking). This will still be tight so we ask for your patience and quick unloading to minimize frustration.
- **OUTDOOR ANTIQUES DEALER, OUTDOOR INDIE DESIGNERS, OTHER VENDORS:** enter the premises through the Randolph Street entrance. Please join the line on Randolph St and we will get you into your booth ASAP.
- All cars not being left in booth spaces MUST be off the lot by 9am. YOU MAY NOT BLOCK ANY AISLES.
- As you get to your booth even if you are not parking your car permanently in the space please make sure you pull into your booth space while you unload to ensure we keep all the aisles clear.
- If you are not leaving your car in your booth then please make sure you are ready to move your car out of the lot by 9am.

- Once you park your car in your booth space it is pretty much in place for the weekend. If you do have to remove your car it will be down to you to move your product out of your booth so you can pull out of your booth. We cannot move others so you can get your car out nor are we able to position people based on this.
- We understand that getting trucks in particular into the booth spaces is going to be tricky. In addition we are sold out of space and this therefore means we have no extra space to make the maneuvering of cars easier. We know you are expert drivers(!) and Load In managers will help with parking as necessary. **PLEASE MEASURE YOUR VEHICLES CAREFULLY & ALERT US IF YOU THINK THERE WILL BE AN ISSUE WITH YOUR TRUCK RAMP OR MANEUVERING INTO YOUR SPACE.**

SUNDAY

SUNDAY AM OUTDOOR LOAD IN FOR 1-DAY VENDORS & BUILDING ACCESS

8am-10am OUTDOOR ONE DAY LOAD IN, ACCESS TO OUTDOOR SITE FOR ALL VENDORS

8am-10am INDOOR ANTIQUES DEALERS, FANCY FOOD, INDIE DESIGNERS CAN ACCESS BUILDING

LOAD OUT

- Load out cannot begin until 4pm on Sunday. No cars are allowed back on the lot until this time. If you require a porter's assistant there will be a Manager running this process and will give you a number and you will be assigned a porter in numeric order as soon as one becomes available.
- Please ensure you drive carefully through load out as we often still have customers finishing up shopping and leaving the event.
- Please continue to be aware of your product during load out. This is a very busy and chaotic time with many people coming and going. Your product is still your responsibility we can not take responsibility for any lost, damaged or stolen product.

DETAILED INFORMATION

CAR ACCESS AND PARKING

- We are using the entire parking lot for booths and dealers and therefore do not have ANY parking directly onsite. Parking for ALL additional vendor cars and trucks will be at an offsite location or away from the perimeter. You will receive directions for this lot when you arrive onsite if we are using one. **THERE CAN BE NO PARKING OF VENDOR VEHICLES ON THE PERIMETER OF THIS EVENT AS THIS IS CUSTOMER PARKING. YOU ARE ONLY MAKING IT HARDER FOR YOUR CUSTOMERS IF YOU DO THIS.** Any vehicles parked around the perimeter will be towed.
- It is EXTREMELY important that these parking guidelines are followed as the parking is limited in this area and we want to ensure we have plenty of street parking available for the customers as well as the parking lots.
- **You cannot park in the Ada alley. This is used by other businesses next door as their entrance/exit and parking and has nothing to do with Plumbers Hall. No one from the market can park here!**

TABLES

- This year if you have ordered a table you will find these positioned in your booth for both indoor and outdoor dealers. Please be careful when you drive into your space outside, as your tables will be at the back of your booth.
- This will hopefully mean you can set up quicker as you will not have to wait for tables to be delivered to you.
- If you have not requested tables there will not be spare!

- Please do not take tables from another booth, if yours are not in your location please see a member of staff who will get your ordered tables for you.

PORTERS

- Porters as always will be available to help and they work for tips. We will have the same crew and there are around for all the load in and out times. They will have carts to be able to help with your unload. Unfortunately we do not have carts available for dealers to use alone.

SECURITY/WRISTBANDS

- All dealers and helpers will be given a wristband, if you do not get one please get one from a member of staff before you leave, this will mean we can identify dealers and their assistants, especially through the load in and out process.
- **YOU MUST WEAR YOUR WRISTBANDS** or have them with you to show at gate and building entrances, this will make entering everywhere much quicker and easier for everyone, as well as create a more secure environment.

FOOD AT THE EVENT

- **In response to the high demand for food that can occur, we have arranged for all dealers to go to the side of the Food tent and show their wristband and they will be served immediately to ensure you can get back to your customers.**

COFFEE AND BREAKFAST

- There will be dealer coffee and breakfast for sale from 7am until 9am on Saturday morning. There will be nothing until later on Sunday as everyone arrives much later and everything is open.

2 @ 5.00 SHOPPING VOUCHERS

In order to get as many shoppers through the door as possible and for the \$10 admission not to be an issue we wanted to give you the heads up with regards to incentives the Market will be offering via our pr and website. We want to be sure you understand your role in this as well:

Having successfully distributed this voucher at the past several shows, everyone who pays \$10 to enter will also receive 2 **5.00 Shopping Refund Voucher** which entitles the voucher holder to \$5 off ONE purchase if they spend at least \$25 before tax with you. This is a one time offer per customer per voucher. You should check if they are planning to use one before negotiating price and use this in negotiations. We found it a fabulous incentive to get customers to come to the event and then spend when they are there.

This is a great sales opportunity for everyone to encourage people to attend and then to shop with you.

We have made it VERY clear on the voucher they can not use it if they have already negotiated a discounted price or other offer with you. They can only use it on a sale of product at the full marked price.

You do not have to take this voucher, if you don't plan to accept it in your booth, please make a small sign that states you do not accept the **coupons**.

We (Operators of the Randolph Street Market) DO NOT compensate/reimburse the \$10 you take, this is a GREAT opportunity for you to encourage sales of over \$50.

DIRECTIONS

From the North- I-90/94-the Kennedy:

Heading south on the Kennedy past Irving Park (where I-90 merges into I-94) go 6 more miles to the Ogden Ave. exit (#50A). Stay straight to go to North Racine Ave. Go 0.14 miles and turn slightly onto Ogden Ave. Go 0.07 miles, 1 block past Randolph St. to Washington Blvd. Turn left onto Washington and follow signs to PARKING.

From the West- I-290 East-the Eisenhower:

Take 290 East and exit at (#28B) toward Paulina St./1700 West Ashland Blvd. Stay straight to go onto Congress Parkway. Go 0.16 miles and turn left onto S. Ashland Ave. Turn slight right onto Ogden Ave. Go to Washington Blvd. and turn right. Follow signs to PARKING.

From the Southwest-I-55-the Stephenson:

Take I-55 North to the I-90/94 West Exit (#292A) toward Wisconsin. From ramp merge onto I-90/94 West and stay in the left lanes towards Wisconsin. Go 1.2 miles and take the West Randolph Street St exit. (#51B) Turn left onto Randolph Street. Go 10 blocks to Ada Avenue and follow signs to PARKING.

From the South I-90/94 Dan Ryan Expressway:

Heading north/west on I-94 Dan Ryan take the West Randolph St exit (#51B). Turn left onto West Randolph St. Proceed 10 blocks to Ada Avenue and follow signs to PARKING.