

# **VENDOR INSTRUCTIONS**

**PASSES / COLORS:** Three blocks of Newport Avenue are color coded as follows:

BLOCK PASS COLORS	SPECIAL DESIGNATION COLORS
4800 Block – Yellow	Cable Street Artists Alley - Vendors & Exhibitors (AA) White
<b>4900</b> Block – <b>Blue</b>	Artist Alley vendors please enter on the Yellow block at Cable and
<b>5000</b> Block – <b>Green</b>	Santa Monica Ave

**MAP:** Please see the **street map** for entering and exiting the area with your **Block Pass.** 

<u>CHECK-IN:</u> You will be given the **Booth Assignment** for your booth. Volunteers will check you in and direct you to your correct booth space.

- Check in begins at 6:15am and setup may be congested.
- See attached map for booth check-in directions and trash/recycling bins.
- Promptly find your NUMBERED booth space and unload. STAY WITHIN YOUR CHALK LINES. Move your
  vehicle out of the fair area as soon as possible. After parking your vehicle, return to your booth space to
  set up. <u>DO NOT</u> set up while vehicle is still on the street (blocks traffic).
- All vehicles must be off the street by 9am.
- Hang your BOOTH ASSIGNMENT on the front of your booth (name and space #) before 9:30am.

### **PARKING:**

- After unloading, move your vehicle out of the fair area as soon as possible. After parking your vehicle, return to your booth space to set up. <u>DO NOT</u> set up while vehicle is still on the street (blocks traffic). All vehicles must be off the street by 9am.
- Lock your vehicle: OBMA is not responsible for damage to or theft of vehicles or their contents.
- There are a number of paid parking lots Diamond Parking Lot at Santa Monica and Cable Street, Air Garage Parking Lot at Niagara and Cable Street. There are other spots throughout the neighborhood where you could park in the early morning hours.

# **TRASH DISPOSAL**:

- Please deposit your trash and recycling in one of two areas.
  - Trash/recycling bins are in the back of the Parking Lot at Hodad's 5010 Newport Ave.
  - Trash/recycling bins are in the CVS lot near Cable Street and Santa Monica Ave.
  - Trash goes into the trash dumpsters. Trash should be in green bags, Recycling in clear bags.
  - Cardboard boxes MUST be broken down before putting them into the recycling dumpster.

#### **CHECK-OUT:**

- The Street Fair on Newport Ave. ends at **8 pm**. **No Early Departures.**
- Vendors, please begin your cleanup and loading at 8pm.
- When you retrieve your vehicle after you have broken down your booth, please enter the Street Fair the same way you did in the morning!
- Loaded vehicles should be off the street by 9:30pm.

#### **REMINDERS:**

• For **Food Vendors**, please check out with your Block Captain once your area is determined to be clean.

We will email you a Speedy Renewal Application by **Dec. 1, 2024.** If you renew by Jan. 31, 2025, you will pay the lowest rate for your booth next year and get preferred placement. . . BE PREPARED; DON'T BE LEFT OUT!

Thank you for joining the 44th Annual Ocean Beach Street Fair & Chili Cook-Off. We hope your day is enjoyable and profitable! my best, Tracy Wagner, Vendor Coordinator – Office 619-224-4906