



Founders Festival Vendor Packet

Thank you for joining us for the Founders Festival. We are excited to have you. To follow is some information that will make the day run smoothly. Please let us know if you have any additional questions.

The Founders Festival will run from 10 am - 5 pm with the parade starting at 3 pm.

Check in and set up for vendors will occur between **8:00-9:45 am on Sat, March 16th.**

Vendor Set Up - Museum Under the Stars on Friday (only for approved vendors)

Booths will be set up on the south side of East Market Street between Wabash and Huntington Streets.

Vendors may arrive to set up as early as 2 pm but **MUST** be set up with all vehicles removed from the site by 5 pm.

Tables and chairs for the dinner event will be set up on Market Street so bring a cart to move your items into your space as vehicles may not be able to fit into the area.

ALL vehicles and set up materials must be removed from the event area before the 6 pm start of the event.

Vendor Set Up - Saturday morning

Please enter the festival area from either **Canal Street to Huntington Street** or from **Allen Street to Market Street**. Both of these entrances will be blocked but volunteers will be there to direct you.

You will be given a marked vendor space and a time to arrive. If you have not arrived by your allotted time, I can not guarantee a space for you.

Please do not block the entire street so other vendors have room to unload.

Once unloaded, vehicles must be moved immediately to one of the vendor parking lots at the **East corner of Canal St. and Huntington St.** or the parking lot located right off of Canal St. between **54 E. Canal St and 98 E. Canal St.**

All personal vehicles and trailers will be removed from the festival area no later than 9:30 am. They may return for a teardown no earlier than 5 pm.

Food vendor selling breakfast should open by 10am.

Food vendors selling lunch/dinner items should open by 11:30 am.

Wabash County Museum provides the space only. Vendors are responsible to bring their own electrical cords, canopy, tables, and chairs.

- Access to electricity will only be provided to those who marked yes to, "Need electricity" field on the original registration.

Amenities

Each registered vendor will receive an identification bracelet that will give them free access to the Museum. This provides access to the Museum's bathroom and to the Porter Room which will provide coffee, water and donuts to vendors in the morning.

This area is not open to vendors' friends and family. Admittance will only be provided with a vendor bracelet.

Downtown shops are notated on the attached map. Downtown businesses that provide food and beverage include:

- Modoc's Market (coffee/tea/breakfast & lunch options)
- Downtown Nutrition (Energy Drinks/Protein Shakes)
- Charley Creek Inn Ice Cream & Candy Shop and Wine & Cheese Shop
- Full Service Menu Options:
 - Twenty located in the Charley Creek Inn
 - Market Street Bar & Grill
 - Moon Dog Cocktail Bar & Restaurant
 - Dye's Tavern
 - Smitty's Bar
 - Pizza King
 - 4 Partners in Crime

Port-a-Pots will be available on the east side of the Museum. Other public restroom options are available at Paradise Spring Historical Park. Some businesses may also have public restroom facilities.

As they are able, festival volunteers will make rounds with bottled water. They are also available to assist with any concerns that arise.

Vendor Tear Down:

The parade will come down Huntington and Market Streets around 3 pm. Vendors may close to watch the parade but must reopen after the parade until 5 pm.

Trailers and cars, however, may not enter the festival area until 5 pm to avoid any issues with pedestrian traffic on the blocked street.

Contact Information:

Questions can be directed to Kayla Vandiepenbos at kvand@wabashmuseum.org or by phone at 260.563.9070.

During the event, Kayla can be reached for assistance at 260.571.1719.

Map (attached)

This map includes directions on how to pull into your vendor booth and where to park after setting up. If you have any questions please feel free to reach out. We are so excited to have you coming to Founders Festival 2023.

Please keep us in mind for Founders Festival 2024!