

August 1, 2010

To First Wednesday vendors:

The success of the summer First Wednesday(FW) and Farmers Market(FM) requires vigilance to make sure that things are running smoothly. We want vendors and customers to have a good event experience. In order to accomplish this we need to remind vendors of the guidelines that were recently reviewed by the groups and FG Police Department. Some of these may be new to you and represent changes that we hope will make a more positive experience for all.

#### SET-UP:

1. Vendors must have their booth set up and their vehicle removed from the FW/FM area by 3:45 in summer months.
2. Although First Wednesday is technically a 5 - 8 pm event, FW vendors need to accommodate the Farmers Market schedule and be ready to open at 4:00!
3. All Main Street traffic between 2:00 pm and 3:45 pm MUST travel North to South which means entering the FW/FM area from the North at the intersection of 21st and Main and exiting to the South at Pacific Avenue.
4. Parking on Pacific Avenue is allowed ONLY in marked spots.

#### CLOSING:

1. Vendors will NOT disassemble stalls until 8:00.
2. No vehicular entrance to the FG/FW until 8:00 pm.
3. All Main Street traffic between 8:00 pm and 9:00 pm MUST travel North to South which means entering the FW/FM area from the North at the intersection of 21st and Main and exiting to the South at Pacific Avenue.
4. The fire lane must be kept open! This means that as stalls are dismantled the materials and vendor wares should be placed on the sidewalk and the vehicle to be loaded parked as near to the marked parking stops as possible!
5. Parking on Pacific Avenue is allowed ONLY in marked spots.

#### Vendor stalls:

1. An application must be on file with City Club of Forest Grove in order to have a stall during the event.
2. Beginning in September 2010, booth fees must be paid by the Friday preceding the event in order for vendor assignments to be completed.
3. A vendor placement map will be completed the day prior to the event and posted by noon the day of the event.
4. Placement will be on a 'first paid, first served' basis. Consideration will be given to placement requests but the CCFG/FW are solely responsible for vendor placements.