

Load In and Load Out Procedures

Safety Rules for Load In

- There will be 3 check in zones, A, B and C. A will approach from South Main, B will approach from Burnham Street and C will be on Tigard Street. See details for accessing these zones in the **Getting To and From Your Zone for Load In and Load Out** attachment
- Go to your assigned check in location at your assigned load in time. Turn in your liability waiver form to the TDA person in charge of your zone. As you can see by the map, hitting your load in time is critical as if you are late, you may not be able to get your vehicle through to drop off your booth material
- Cars may only transit in the safety lane on the map to a point parallel with their booth, nowhere else
- Follow directions of TDA personnel in your check in zone, they are there to help you and keep things moving smoothly.
- Once parallel with your booth location, park and quickly unload all your booth material to your booth location. **You may not park your car in the street fair zone while you set up your booth**
- Once unloaded, exit the street fair zone safely, watching for other vendors and navigate to your assigned vendor parking area.
- Walk back to your booth location and begin set up. Vendor parking areas are within a short walk of the Street Fair zone.

Safety Rules for Load Out (Time excludes food entrée vendors)

- Do not begin booth tear down until 6 p.m. Upon completion of the Street Fair, you will load out in the inverse order you came in so it can be done safely and with the minimum amount of safety lane blockage. **Please tear down your booth for loading before you get your car.**
- **You may not enter the safety lanes with your car earlier than your assigned load out time.** Load out times may be adjusted slightly at the discretion of TDA personnel depending on how things are flowing.
- **As noted above, you may not park in the Street Fair zone while you tear your booth down.** Tear it down then get your vehicle at the assigned time.

Thank you for following these procedures and have a great successful Street Fair & Latino Festival!