



22nd Harrisonburg International Festival

Saturday, September 28, 2019, 12:00 – 6:00 PM

Downtown Harrisonburg

Festival Booth Guidelines

Thank you for your interest in participating at the 22nd Harrisonburg International Festival as a business/sponsor, nonprofit organization, artisan, or food vendor. We hope you will have a successful day showcasing and connecting your organization with Festival goers. For your attendance and participation, please read and follow the guidelines below.

Check in on Saturday morning - September 28th

- Setup starts at 8:00 AM. We hope to have volunteers and indicators (weather permitting) to denote where each business is to set up (your spots will be located and should match the number you were given on September 25th)
- **All cars must be out of the Festival area and parked in your designated lot by 10:30 a.m.**
- Set-up needs to be completed by 11 a.m.
 - If you are placed at **Court Square**, parking will be in the Elizabeth Street parking deck.
 - If you are placed in the **Water Street Parking Deck**, parking will be directly opposite your booth.
 - If you are placed in the **Municipal (north of Turner Pavilion) parking lot**, parking will be in the Daily News Record lot at 231 S. Liberty St.

- If you are placed in the **Jess's parking lot**, parking will be in the Elizabeth St. parking deck.
- Booths/food vendors at **Court Square** may enter the square via E. Market St where there will be a volunteer permitting your entrance (do not forget your parking pass, you will need to present this to the volunteer). After unloading in a safe enclosed area within the square, you must park your vehicle in the Elizabeth Street Parking Deck before you begin to set-up. Exit the square via Main St.
- Booths on the first floor of the **Water Street Parking Deck** may park across from your designated area and unload for set up. Please enter the parking deck via Bruce St. Additional parking is on the top floor of the deck if needed.
- Booths/food vendors at the **Municipal lot** will have to enter and park temporarily in the Harrisonburg Electric Commission lot (via Bruce St.) to unload, then proceed to park your vehicles at the Daily News-Record lot across the street before you begin to set-up.
- Food/art vendors at **Jess's parking lot** may enter the lot via Federal St. into the second entrance to unload vehicles. After unloading you can park your vehicle towards the back of the parking lot on the east side (there is very limited space so first come first served parking in that location. Extra parking space will be available in the Elizabeth Street parking deck. Please move vehicles before you begin to set up. Exit Jess's lot via Federal St., cross Water St., and turn left onto Newman St. to enter the Elizabeth St parking deck.
- **After your car is unloaded (do not begin to set up at this time) please remove your car from the festival area** to facilitate efficient traffic flow and allow others to come in and unload. Please use designated parking areas as no cars are allowed inside the festival area during the event. Those that don't comply will be towed at the vehicle owner's expense.
- **Repeat: No cars are allowed in the festival area during the event; you will be towed at your expense.**

Checking-out on Saturday - September 28th

Once you are set-up, due to safety concerns and Harrisonburg Police Department rules, you may not leave before 6 p.m. At 6 p.m. you may tear down and carry your items to your car; please be aware of pedestrians.

During the Event

- The International Festival is a rain or shine event and we are not responsible for damages, injuries, or loss. Please plan accordingly for insurance coverage and equipment to protect your work as you deem necessary.
- In the spirit of the Festival's mission to be a family-friendly intercultural event that embraces and celebrates our community's diverse cultural traditions, seeks to build bridges of connection, and mutual understanding we require that no politically or religiously partisan, adversarial, disruptive, or objectionable content will be permitted as part of the festival. No real or toy weapons, drugs or drug paraphernalia, or items that may be deemed harmful or dangerous may be sold.
- The Festival reserves the right to make judgments as to what is appropriate and consistent with the spirit of these guidelines and regulations; you may be asked to remove such items as are deemed "not in compliance" or may be asked to leave/be escorted off the premises without compensation if these judgments and requests are not respected. We ask that any questionable items be cleared with us proactively in advance and we appreciate your understanding and cooperation as we seek to uphold these values that are important to us as a Festival.

- As a reminder, the festival does not provide tents, tables or chairs so please plan accordingly to suit your needs especially in the event of wind or rain. Tents are not required, but if you bring your own tent please note that the fire department requires that all tents be set up at least 2 feet apart. Your space will be approximately 10x10' with open area accessible then on all sides. The Festival has already marked your location so please stay within your designated lines. Remember there is no electricity available at the festival so plan accordingly. No generators allowed for all participants except food vendors.

*Note: We encourage your use of international cultural decorations and background information to educate our attendees about the cultural roots and influences in your work. We also encourage your use of traditional dress to enhance the intercultural atmosphere.

Directions to Downtown Harrisonburg:

- GPS address: Court Sq., Harrisonburg VA 22801
- From I81, exit at 247B, onto Route 33 West. Turn right onto N Main St. Then turn left onto Court Sq.

Thank you for making another great festival happen!