



## Town of Luray

45 East Main Street  
PO Box 629  
Luray, Virginia 22835

Dear Vendor,

As we prepare for Saturday, **May 5<sup>th</sup>, 2018** please take note of the following set-up times:

Set-up for **FOOD VENDORS**: as early as **8:30 AM** – no later than **10:30 AM**

Set-up for **ALL OTHER VENDORS**: as early as **9:00 AM** – no later than **11:00 AM**

When you arrive, please enter the Festival area at the traffic light at the intersection of Broad Street (Hwy 340) and Main Street (Hwy 211 business). We advise that, upon entering the Festival area, you immediately locate your booth and drive to your designated area. Your booth number will be clearly marked on the curb in bright orange paint. We will also have event staff members in place to assist you. Please look for an attendant wearing a **bright yellow safety vest** should you need any assistance with finding your booth or facilitating your electricity and/or water. Once you have located your booth area and unloaded your vehicle, you should proceed to a designated parking area to park your vehicle— refer to your Festival of Spring map. Due to limited parking, you may be required to use a designated parking area that is not the closest parking for your booth's location and you may need to walk a short distance to return to your booth. We apologize for any inconvenience and suggest that, for a broader selection of available parking, you arrive as early as possible based on the set-up times noted above. We do ask that you do *not* arrive before **8:30 AM (for Food Vendors)** or before **9:00 AM (for all other Vendors)**.

Due to vendors being positioned on both sides of the street, parking in the middle of the street for any extended period of time is *not* allowed. All vendors will need full access to their booth area for unloading and it is important that we maintain ample space to accommodate all vendors during arrival and set-up. Once you have unloaded your vehicle, we ask that you promptly proceed to the designated parking area to allow your neighbors sufficient room for their unloading.

As you set up your booth, please plan appropriately for weather precautions, ensuring that tents and loose items are properly secured in the event of wind/rain.

We thank you, in advance, for your adherence to these important set-up procedures and we look forward to seeing you on May 5<sup>th</sup> for the Festival of Spring!

**The event on May 5<sup>th</sup> will take place from noon-6pm.**

Sincerely,

*D. Patrick O'Brien*

D. Patrick O'Brien  
Director of Parks & Recreation

*Dakota McCoy*

Dakota S. McCoy  
Assistant Director of Parks & Recreation

For more information, visit: [www.festivalofspringluray.com](http://www.festivalofspringluray.com)