

TO: ALL VENDORS
FROM: Kathy Ryan & Lisa Matta Paze
DATE: July 4th, 2024
RE: VENDOR INFORMATION

GREETINGS TO ALL HOPE YOUR SEASON IS GOING WELL, WE ARE EXCITED THAT YOU HAVE DECIDED TO JOIN US AT OUR VENDOR MARKETPLACE! HERE IS THE INFORMATION YOU REQUIRE. Both Lisa and I will be returning back from The Spirit of Boston, so your contact upon arrival will be SUSAN SHANNON and DEBI JOYCE. There are multiple parking options near the hotel. There is the Motor Mart Garage, 200 Stuart Street Garage, The Transportation Place Garage, The Boston Common Garage, and 2/3 open air lots along Columbus Avenue. There is also the option of Valet at the hotel.

LOAD IN: FRIDAY, JULY 19TH, 2024

SET UP TIME: 3:00 PM – 5:00 PM

LOCATION: You can come in via COLUMBUS AVENUE entrance or ARLINTON STREET entrance

SET UP AREA: WE ARE EXCITED TO ANNOUNCE THAT WE HAVE 15 VENDORS! Upon arrival at the Take the elevator u to the 2nd Mezzanine Level. There will be CHART where you will find your location. The hotel will be providing one (1) 6 ft table, and 2 chairs with linens and skirted. PLEASE BRING AN EXTENSION CORD if you need electricity due to the location of outlets.

START TIME: Please be ready to open at 5:30 PM – 11:00 pm

CLOSING UP: Please bring a covering for your table. Do not leave anything of value at your table.

SET UP: SATURDAY, JULY 20TH, 2024

SET UP TIME: 8:00 AM

START TIME: 8:30 AM – 12 NOON

BREAKDOWN: 12 NOON – 2:00 PM

