





LOAD IN PROCEDURES	
Step 1: 	Drive your vehicle to the Blue Mesa Parking lot and meet a Town staff person for daily check in. Keep an eye out for the red 'Vendor Load-In' sign. The address for this lot is: 117 Lost Creek Lane, Mountain Village, CO 81435. If no staff member is present, you may proceed to Step 2 (please always drive through Blue Mesa first before proceeding to Step 2)
Step 2: 	Town staff will direct you to the staging location in the fire lane adjacent to the Madeline Hotel for temporary staging.
Step 3:	A staff person will escort you to your vendor location. Please stay with this staff person and use extreme caution while driving across the pedestrian plaza.
Step 4:	Unload your vehicle promptly as others will be waiting to access the plaza. Do not begin setting up your vending space until your vehicle is removed from the plaza.
Step 5: 	Once unloaded a staff person will escort you off the plaza. Do not attempt to exit the plaza without a town staff escort. Proceed to the Heritage Parking Garage for daily parking during the market and return to the plaza to set up your vending space. You will receive a parking permit for free daily parking during market hours. Be sure to have your hang tag clearly visible to avoid being ticketed. Note that oversized vehicles, or vehicles with trailers will need to park in the Gondola Parking Garage and ride the free gondola back to Heritage Plaza.
Step 6:	Vendor's may begin selling their products at 10:30 a.m.

LOAD OUT PROCEDURES	
Step 1:	Please break down vending area promptly at 4:00pm. Please break down completely before bringing in your vehicle to streamline the load-out process for all vendors. Please respect the closing time of the market.
Step 2: 	After breaking down your booth space, retrieve your vehicle and proceed to the fire lane where you will meet a Town staff person for temporary staging.
Step 3:	A staff person will escort you to your vendor location. Please stay with this staff person and use extreme caution while driving across the pedestrian plaza.
Step 4:	Load your vehicle promptly. All vehicles must be removed from the plaza no later than 5 p.m.
Step 5:	Once loaded a staff person will escort you off the plaza. Drive home safe!



LOCAL MADE, LOCAL GROWN & LOCAL LOVED