

2023 Avenues Street Fair

Saturday, September 9th, 9:00 a.m. to 6:00 p.m.

7th Avenue between H and N Streets, Salt Lake City, UT 84103

VENDOR WELCOME PACKET

Hello everyone,

You have been accepted into the Avenues Street Fair on Saturday, September 9th, 2023. You have paid your fee, been approved, and you have been assigned a booth space!

Thank you for being part of our event! We hope it is a successful and fun day for everyone. We know it is a lot of work for you, and for us.

The Avenues Street Fair is being held on 7th Avenue this year, between H Street and N Street. This location is seven blocks north of South Temple Street. 7th Avenue is the equivalent of 350 North in the Salt Lake City grid system.

The Fair will be officially open from 9:00 a.m. to 6:00 p.m.

This welcome packet is to give you more information about setup, takedown and parking.

BOOTH SPACE

The Fair does not provide canopies, tables, chairs, or displays unless you are a sponsor and we have made these arrangements with you. Each assigned booth space is 12 feet wide by 10 feet deep, located on the street, the back of your space is the north or south curb of 7th Avenue.

You will likely have another vendor on each side of you. Please be considerate as you are unpacking, and throughout the day, to your neighboring vendors, and to the landscaping of the parking strips of the residents on the street.

PLEASE RESPECT THE LANDSCAPING

You may not place anything on the parking strips. If you are asked to move things during the day by any street fair official or volunteer, please do so. We will help you if needed.

SETUP

On the day of the Fair, please arrive early. **You may arrive and start setting up at 7am** or as soon as it is light enough to see the marked booth spaces. Your space will be marked in chalk on the street. Your booth space has letters such as H-I, which means between H and I Street. And your booth space has numbers, such as N21 which means North side of the street booth number 21.



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An outline of your booth boundaries will be marked in chalk on the street and all the booth numbers. Please stay within your booth space as you are unloading and throughout the day.

You will be able to drive onto 7th Avenue on the morning of the Fair, heading WEST only, right to your booth space to drop off your setup. For example, if your booth space is H-I, then approach 7th Avenue from I Street and turn West onto 7th Avenue to find your booth space.

All booth numbers will be chalked on the street. You may have a North booth along the north side of the street, or you may have a South booth on the south side of the street. Drive as close as you can to your space. The booth spaces are numbered 1 to 32 on each block, 1 being furthest WEST, and 32 being furthest EAST.



Example of typical booth setup on North and South sides of the street.

DRIVING DIRECTION FOR MORNING DROPOFF – East to West only!

You may drive only from East to West on the morning of the Fair!

We will have block captains helping vendors find their way. They will have a safety vest on, and an orange hat, and a radio. Please respect the volunteer block captains and follow their instructions. They are there to help everyone find their way quickly. They will have the location of every vendor in the fair. We have over 270 vendors this year, and all of them are trying to find their space and set up at the same time.

Locate your booth space in advance, and pay close attention to what block you are on. Plan to approach so that you can turn WEST onto 7th Avenue in your assigned block to find your assigned space.



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EXAMPLE: If your assigned space is H-I N20, you are between H Street and I Street. You will need to approach 7th Avenue on I Street, then turn West onto 7th to find your space #20 on the North side of the street.

You may arrive to set up your booth as early as 7am. We ask that all drop off vehicles are off the street by 8:30 a.m. Again, please be courteous to our volunteers and to your neighboring vendors.

VENDOR PARKING

You may park on any side street adjacent to the Fair. There are no designated off-street parking lots for this year’s Fair location.

START OF THE FAIR & CHILDREN’S PARADE

The Fair begins at 9:00 a.m. with a flag ceremony at our East Stage at N Street, then a children’s parade that will travel from N Street heading West the entire length of the Fair, ending at our West Stage close to H Street.

SALES TAX

If you are a vendor making sales, we will bring you a special event one-day sales tax form for you to report your sales and pay the sales tax. You need to charge your customers the current sales tax, and you will need to send in all the sales tax from your sales at the Fair to the Utah State Tax Commission using the form we will bring to your booth around 11:00 a.m.

STREET FAIR OPPORTUNITY DRAWING

As you may know, the Greater Avenues Community Council that puts on this event is a nonprofit organization that works to improve the quality of life for all our residents.

The Fair uses the vendor booth fees to cover the event expenses including City and County permit and inspection fees, stage rental, canopy rentals, trash can rental, barricade rental, portapotty rental, bike valet, storage unit rental, and entertainment production costs (the bands play for free, but we rent the stages and sound equipment).

We use any remaining funds after the Fair to make community improvements, such as our annual Memory Grove Cleanup, the Popperton Community Garden, the Water-wise Terrace Hills Demonstration Garden, and other community projects.

We ask each vendor if they are willing to donate an item to our opportunity drawing. Someone from the GACC may stop by your booth during the fair asking if you can donate an item to the drawing. This is not a requirement of your being in our event.

The funds from our sales of the opportunity drawing tickets go to cover the street fair expenses and then to community improvement projects.



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See www.slc-avenues.org for more information about the Council and our activities.

Thank you if you can donate something! Example of Street Fair Costs:



FAIR AMENITIES – FIRST AID, DRINKING WATER, LAVATORIES, etc.

We have **FIRST AID** at the southeast corner of 7th Avenue and K Street. We will have EMTs and an ambulance at that location also. Intermountain-LDS Hospital is providing the FIRST AID station this year.

The official **Fair Headquarters** will be at the Greater Avenues Community Council booth at the southeast corner of 7th Avenue and K Street.

There are portapotties and handwash stations at 7th Avenue and I Street, J Street, K Street, L Street and M Street.

There is a grey waste-water tank at the North East corner of 7th Avenue and J Street.

There is free water to drink at both stages, at all intersections, at the GACC booth, at the FIRST AID booth, and at the Children's Activity Area.

The Children's Activity Area is at the northeast corner of 7th Avenue and M Street, in Lindsey Garden Park.

CONTACTS

Go to your block captain first to help solve any problems or questions you have. If they cannot resolve any issues, go to the GACC Headquarters booth. All Fair personnel will have an orange hat and safety vest, and a radio.

BOOTH LAYOUT

The booths are assigned in a way to give fairgoers the look and feel of the fair that we want as a local and family-friendly community event. We have been promoting each of you that gave us an online link on our Facebook and Instagram pages. We expect attendance of between 7,500 and 9,000 people.



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WHERE IS MY BOOTH ASSIGNMENT?

Please see the attached layout of every block of the fair. If you cannot find your name, email streetfair@slc-avenues.org, or text 801-859-5858.

Note that we are still assigning vendors from the wait list into the Fair up until the morning of the Fair.

WEATHER

We continually monitor the weather during the day of the Fair. We will stay open in a light rain. We will close the Fair for windstorms or lightning. It is your responsibility to secure your canopy and goods. We suggest kettlebells or hand weights tied to each corner of your canopy, or cinderblocks, buckets of water or sand, etc, and tarps or plastic sheets you can use to quickly cover your products in case of rain. Unfortunately there are no reimbursements for weather damage to your product, or to your displays or canopy during the event.

TAKEDOWN

The Fair ends at 6:00 p.m. We ask that you keep your booth set up until 6pm, or unless the block captains give the OK to take down booths prior to 6:00 p.m.

We will not allow vehicles onto the street until 6:00 p.m. You will again need to head WEST on 7th Avenues in the evening, the same as you did in the morning, to pick up your gear.

The block captains will be on the street helping guide vehicles at the end of the Fair.

Please leave your area clean at the end of the day. There will be trash cans and recycling cans all along the Fair route.

OUR WEB PAGE IS WWW.AVENUESSTREETFAIR.ORG. All this information and the band schedule for the two stages is at www.avenuesstreetfair.org.

Thank you again for being part of the Fair and helping us hold a great community celebration!

BETWEEN NOW AND THE FAIR

Email streetfair@slc-avenues.org with any questions you may have. If you need to cancel prior to the fair, we have a wait list and we can most likely give you a full refund.

Thank you,

Michael Hughes, The Avenues Street Fair committee, streetfair@slc-avenues.org.

