

### Event Schedule \*Hours May Adjust\*

#### VENDOR SET-UP

Thursday  
March 18

- 12:30pm – 2:30pm Vendor Set-up

#### PRIVATE PRE-SALE DAY

Thursday  
March 18

- 2pm – 10pm Shopping (Volunteers, Vendors, \$\$Ticket Holders)

#### MEDIA FANS, GUESTS & PUBLIC DAY

Friday  
March 19

- 9am - 12pm (\$ ticket holders, vendor guests, Consignors)
- 12pm – 8pm (New Moms, Teacher & Hero's)

#### PUBLIC DAY & EARLY ACCESS HALF PRICE DAY

Saturday  
March 20

- 9am - 2pm Open to the Public
- 2pm – 9pm Half-Price Shopping (Consignors, Ticket Holders, Vendors and New Parents)

#### HALF PRICE DAY

Sunday  
March 21

- 9am – 3pm Half Price Day (General Public)
- 3pm Vendor Tear Down

### Event Location



Grand Park  
19000 Grand Park Blvd.  
Westfield, IN 46074

### Set-up / Tear Down

Set up time: **Thursday March 18, 2021, 12:30pm-2:30pm** NO EXCEPTION

Tear down time: Sunday March 21, 2021, 3pm NO EARLIER

### Booth Amenities

- A 10 x 10 space with 2 chairs will be provided. Vendor is responsible for bringing a table.
- \* *Please consider bringing an extension cord if you require electricity. Access to electricity is not guaranteed unless arranged prior to the event. Must be purchased through ERMCO.*

### Vendor Shopping

- Vendors may shop at 2pm on Thursday March 18, 2021.
  - Vendors are not permitted to shop or pull items before this time.
  - Vendors are not permitted to hold any unpaid items in their booth.
  - Security checks all booths each evening and throughout sale.  
Any unpaid merchandise will be returned to the sales floor.

### Vendor Guidelines

- No Helium Balloons
- No Glitter
- No Electricity (unless you have arranged prior to the sale)
- Please keep the aisles clear
- No tearing down of your booth before 3pm on Sunday.

### Additional Information

- You will sell directly from your booth to the customers.
- You are not required but recommended to man your booth during all sale hours.
- There is a restaurant on-site to purchase food and beverages.
- Beyond your booth space, we will not have space to store additional inventory.
- The building is locked overnight, but we encourage you to keep your inventory covered or pack it up if you have any concerns. **We are not responsible for any loss or theft.**
- You will receive 5 guest passes. You will receive an email for guest passes effective for Friday March 19<sup>th</sup> at 9am-8pm. Passes must be shown at the door for entrance.
- Vendors are encouraged to share our social media posts in advance of and during sale. Please also RSVP to our Facebook event and use the share button to invite your friends and customers. The more you tell, the more you'll sell!

