



**Saturday, April 27, 2024**

**10 a.m. – 5 p.m.**

**Old Town Lewisville**

151 W. Church St.

Lewisville, TX 75057

### **City Hall EAST Load-in Information**

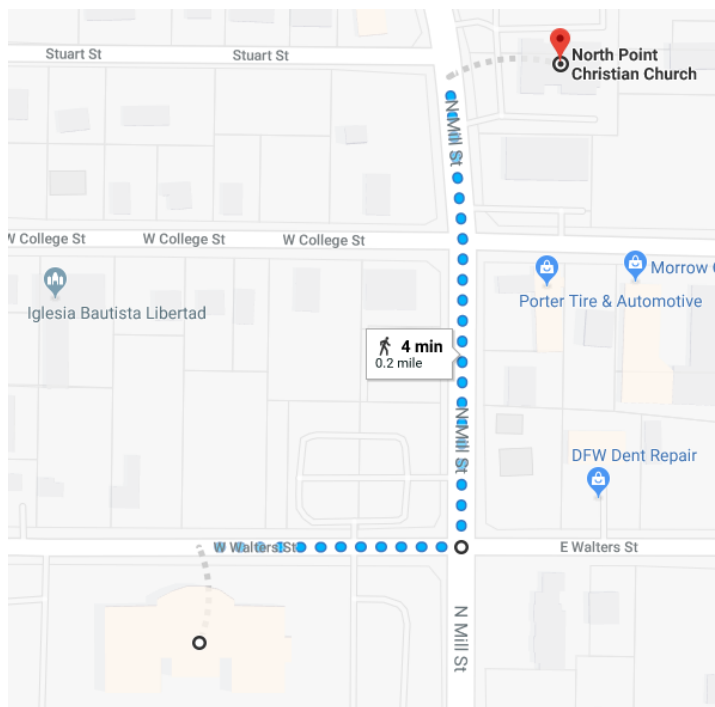
Thanks so much for being a part of ColorPalooza! Below you'll find event logistics, including set up times, parking information and more.

#### **Arrival & Set Up**

- Vendors must arrive between 7- 9 a.m. to check in and begin set up.
- All booths must be "show ready" by 9:30 a.m.
- All vendor vehicles must be removed from the event space/event parking areas and parked in the vendor parking lot by 9:30 a.m.
- Vendors will check in with Event Staff in the **EAST** parking lot of City Hall (151 W. Main Street) **DO NOT USE GPS; STREETS ARE CLOSED.** Directions below.
- Contact Jamie Milstead at 469-265-9533 if no one is present at check in when you arrive. Please wait patiently.
- **DO NOT USE GPS; STREETS ARE CLOSED.** Directions below. (Do not turn in to City Hall.)
  - Option #1
    - From 1-35 N take exit 452 toward FM 1171/Flower Mound
    - Turn right onto FM 1171/Main Street
    - Continue on Main Street approx .8 of a mile
    - Turn left onto N Mill Street
    - Turn left onto Walters Street
    - Take the **FIRST** left into the EAST parking lot of City Hall
  - Option #2
    - From I-35S take the Valley Ridge Blvd exit.
    - Follow the signs for Valley Ridge Blvd EAST
    - Turn right on Mill St.
    - Turn right on Walters St.
    - Take the **FIRST** left into the EAST parking lot of City Hall
- You will receive your booth space assignment at check-in.
- You may drive your vehicle into the venue to unload, but should **bring a hand cart, dolly or wagon to haul your items just in case.**
- Unload items quickly at your booth, then move your vehicle to the vendor parking lot. Please move your vehicle to vendor parking **BEFORE** setting up your booth.
- You **must** move this vehicle by 9:30 a.m. to the vendor parking lot.

### Off-Site Vendor Parking – North Point Christian Church, 422 Mill St.

- All vendors must move vehicles to vendor parking by 9:30 a.m.
- Directions from City Hall to North Point Christian Church.
  - Turn right onto Walters Street
  - Turn left onto Mill Street
  - Turn right into parking lot of North Point Christian Church
- Vendor ADA parking is available at City Hall in the West lot.



### Onsite Vendor Parking – Beside the Bride

- There is a parking lot at Beside the Bride behind where vendor booths are set up. You may park here **ONLY IF** you are not leaving until after the event. As you can see from the attached map, the East City Hall parking lot you will load-in from is programming space this year. **No cars that park at Beside the Bride INSIDE the venue will be able to leave until after the event.**

### Departure

- Vendors may begin break down at 5 p.m., no earlier unless directed by Event Staff.
- Vehicles will **not** be allowed inside the event space to load out until cleared by Event Staff, after 5 p.m.
- Electric vehicles will **NOT** be able to leave early. If you park at Beside the Bride inside the event zone, you will not be able leave until after the event.
- In case your vehicle is not able to park near your booth space to load items, be prepared to **hand carry or cart out your products/display items back to the East lot.**

### Inclement Weather

- This event takes place rain or shine. If inclement weather is forecasted for the event, Event Staff will decide by 2 p.m. on the Friday before the event if the event needs to be modified.
- All vendors will be communicated with via e-mail for weather updates.
- Information can also be found here:

- [www.LewisvilleColorPalooza.com](http://www.LewisvilleColorPalooza.com)
- [www.facebook.com/waynefergusonplaza](https://www.facebook.com/waynefergusonplaza)
- [www.twitter.com/LewisvilleTexas](https://www.twitter.com/LewisvilleTexas)

**Additional Information:**

- Tents, tables and chairs are only available to vendors that purchased them.
- Electricity will NOT be provided, unless pre-arranged.
- Booth placement is at the sole discretion of Event Staff.
- Vendors are to remain in their booths during festival hours, unless otherwise noted.
- Vendors staffing a booth must be over the age of 18 or accompanied by an adult.
- Vendors are responsible for the cleanup of trash inside and around their booth. Trash and recycling receptacles will be located throughout the area.
- Since this is an arts and culture festival, vendors are encouraged to offer an interactive component at their booth.
- We encourage you to comply with the Green Vendor Guidelines below.
- **Face painting, chalk activity and balloons are NOT ALLOWED at vendor booths.**

Day of Event Staff Contact:

Jamie Milstead  
972.265.9533

Shelly Pershing  
972.922.3241



## City of Lewisville Green Vendor Guidelines

The City of Lewisville is counting on you to help make this event a "green" success. Special events generate large amounts of waste, and we are committed to minimizing the amount going into landfills. We ask that you support our efforts to be an environmentally friendly event by properly recycling materials you generate at your booth and working hard to reduce trash.

Please contact our event coordinator with any questions associated with our sustainability initiatives. Thank you for your help in showcasing sustainability efforts in Lewisville. **All vendors are encouraged to implement as many guidelines as possible.**

### **Green Vendor Guidelines:**

- If you are a sustainable, environmentally-friendly business or just do something unique to save resources, we want you to flaunt it. Put up a sign or at least discuss your efforts with attendees.
- We will have recycle bins paired with trash cans in all public areas. Make sure all staff working your vendor booth are familiar with City's waste reduction/recycling efforts at the event and vendor responsibilities.
- Please strive for reusable display materials and decorations. We don't want excess trash at the end of the event due to plastic tablecloths, balloons, etc. Use reusable containers to transport your materials to the event site (plastic pallets, plastic crates, or corrugated cardboard boxes).

### **Food Vendor Guidelines:**

- ALL food and drink vendors should have a trash container with liners inside the booth in the food preparation area. The bags will be disposed of per direction from the event organizer.
- Concessionaires should sell beverages in recyclable bottles or cans rather than disposable cups. If cups are absolutely necessary, use plastic cups made with #1 (PET) or #2 (HDPE) plastics so they can be recycled.
- Avoid using difficult-to-recycle materials such as waxed paper goods or products in multi-material packaging. Keep packaging to a minimum.
- Please - NO expanded polystyrene (EPS) products (e.g., Styrofoam™). EPS does not biodegrade in landfills and it is not recyclable through the City of Lewisville's onsite recycling program.
- Hand out straws, lids, plastic stir sticks, and napkins only when requested. They contribute to excess trash and litter.
- If possible, dispense condiments such as ketchup and mustard from pump-style bulk containers rather than using single serve packets.

***Thank you for making this a successful and sustainable program!***

**Products Vendors Should Recycle at the Event Site –  
Recycle dumpsters located at City Hall, Wayne Ferguson Plaza alley and behind Lewisville Grand Theater**

**Cardboard (must be broken down and free of food waste)**

**Aluminum, plastic, and glass beverage containers (free of liquid)**

**Mixed papers (office papers, newspapers, paperboard containers)**