

VENDOR CHECK-IN & LOAD-IN/OUT PROCEDURES

HOW TO ENTER THE STREET FAIR FOR LOAD-IN

- The Vendor Check-in Gate is located at Ventura Blvd at Van Nuys Blvd and staffed from 6:00am to 9:15am.
- Vehicles will be allowed to enter for load-in from 6:00am to 8:45am ONLY. Arriving before 7:30am is highly recommended to avoid check-in delays. If you arrive between 7:45am and 8:45am expect to wait in line to enter. NO vehicles will be admitted after 8:45am (even if you are already in line).
- You must enter the Vendor Check-in Gate from the southbound lane of Van Nuys Blvd closest to the curb. (Van Nuys Blvd exit on 101 Freeway. You cannot enter the Gate from northbound Van Nuys Blvd or westbound Ventura Blvd. There is no vehicle access from Ventura Blvd at Kester Ave or ANY SIDE STREETS.)
- At the Vendor Check-In Gate, you will receive your booth assignment and a Vehicle Access Pass to place on your dashboard. There will be ONLY ONE Vehicle Access Pass issued per 10x10 booth space.
- The entry lane into the Street Fair Area is **One-Way – Westbound** thru the Fire Lane along the south side of Ventura Blvd. You may NOT park along the south curb of Ventura Blvd to unload – vehicles parked here may be subject to tow. Please drive slowly. **Street Fair Staff will help direct you to your booth.**
- Immediately after unloading you **MUST** remove your vehicle from the Street Fair Area by heading **Westbound and exit at Kester South.** You cannot leave your vehicle in the Street Fair Area while setting up your booth. Vehicles must be out of Street Fair Area by 9:15am and unattended vehicles are subject to tow. Vendors should park in public parking lots or side streets. **Limited free parking may be available in the Lindora lot at 14827 Ventura Blvd,** but vehicles parked in this lot cannot be removed until after 6:30pm.

LATE ARRIVAL

- If you arrive between 8:45am and 9:15am, you can get your booth information at the Vendor Check-In Gate, but you will have to park on an adjacent street or lot and then load-in by hand or with a cart that you provide.
- If you arrive after 9:15am, you must park on an adjacent side street or lot and go to the Production Office located just west of the Bank of America (14701 Ventura Blvd) at Cedros N for your booth information and then load-in by hand or with a cart that you provide.



END OF DAY / LOAD-OUT

The event ends at 6:00pm but Vendor vehicles will not be allowed into the Street Fair Area until 6:30pm. Please dismantle your booth and have it ready for loading before bringing your vehicle into the Street Fair Area. **Vehicles and booth must be packed up and out of Street Fair Area by 7:30pm.**