

**RANDOLPH STREET MARKET
VENDOR EVENT INSTRUCTIONS
DEC 15/16/17th 2017**

**Onsite & 24/7 phone number: 312-666-1200
Fast way to reach us: info@imagepilots.com**

Please read the entire memo VERY carefully as this includes ALL the information you will need to have and assist with a smooth arrival, load in and ensure you have an enjoyable market.

GENERAL INFORMATION

MARKET OPENING TIMES

- SATURDAY HOURS 10-5PM
- SUNDAY 10-5PM

PLEASE ensure you are at your booth at 10am. These are the rules. We think these times are more than reasonable for everyone to be present at their booths and it looks very bad for the whole market to have covered/unattended booths after opening. In addition this is a security risk that no one can be responsible for.

ADDRESS AND ENTRANCES

Plumbers Hall Facility
1340 W Washington Blvd (can also be accessed on Randolph Street between Ada & Ogden Streets)
Chicago, IL 60607

There are entrances to Plumbers Hall on both Washington and Randolph. Washington is a one way street that runs East and Randolph is a one way street running West, although there is a service corridor on either side that runs East. Driving directions also included.

Check in is at the Loading Dock during Friday and Sat morning.

TABLE AND CHAIR ORDER

If you have not already told us your table and chair needs please email info@randolphstreetmarket.com immediately. We do not have spare tables so you must have ordered and paid for them to ensure you get them. Tables are \$15 and Chairs are \$10. Tables are either 4ft, 6ft or 8ft in width.

Once we have an order for you we will assume that this is what you will require each month unless you tell us otherwise.

SCHEDULE FOR VENDORS

General Load In

This varies for each area. Please review your area carefully, below is general information for all areas and then the individual details for each area follow. If you are not sure which floor you are on then please arrive after 11am. You will be aware if you are a hallway dealer!

**ALL BOOTH LOCATIONS WILL BE GIVEN ONSITE.
DUE TO MANY LAST MINUTE CHANGES THESE WOULD NOT BE ACCURATE IF GIVEN OUT BEFORE.
SOMEONE WILL THEN SHOW YOU TO YOUR SPACE.**

FRIDAY

FRIDAY AM/PM-BUILDING LOAD IN FOR INDOOR VENDORS

11am-8pm BALLROOM AND LOWER HALL VENDORS – NO HALLWAYS OR CORIDORS UNTIL 2PM

3pm-8pm ALL HALLWAYS & CORRIDORS (You already know if you are in this location! PLUS FANCY FOODS)

Check in at Loading Dock and pay any outstanding balance and receive wristbands and parking pass.

- You can pull in to unload in the parking lot that is to the north of the building by the rear entrance. This is the loading dock and you can access the lower and upper halls from here. You will park on the north parking lot that is by the rear entrance to the building and enter for load in through these rear doors. When you've unloaded, please move your vehicle away from the dock bays so someone else can park here and unload easily.
- **HALLWAYS - 3pm-8pm: As the building is in use until 5pm you cannot access or load in or set up in the corridors until after 3pm.** After this time, you are free to enter the building through the loading dock or side Washington entrance but you **MUST FIRST CHECK IN AT LOADING DOCK. YOU CAN NOT LOAD IN VIA THE MAIN FRONT DOUBLE DOORS.**
- Please note the building **CLOSES** at 8pm therefore you need to be ready to **VACATE** the building at 8pm.
- Please be aware that it is still a first come first served in terms of load in parking spaces and access to elevators and porters. Our busiest times are 12-2pm for load in.

SATURDAY

SATURDAY LOAD IN

8am-10am INDOOR VENDORS CAN ACCESS BUILDING

- Access to the inside of the building is at 8am from the loading dock. The inside opens to the public at 10am.
- **ALL INDOOR VENDORS: This time on Saturday morning is for further set up of your booths and NOT for a full load in unless you can be completely loaded in and set up in these 2 hours.**

SUNDAY

SUNDAY AM BUILDING ACCESS

9am-10am INDOOR VENDORS CAN ACCESS BUILDING

LOAD OUT

- Load out cannot begin until 5pm on Sunday. No cars are allowed into loading bays on the lot until this time. If you require a porter's assistant there will be a staff member running this process and will give you a number and you will be assigned a porter in numeric order as soon as one becomes available.
- Please continue to be aware of your product during load out. This is a very busy and chaotic time with many people coming and going. Your product is still your responsibility we cannot take responsibility for any lost, damaged or stolen product.

DETAILED INFORMATION

CAR ACCESS AND PARKING

- The lot is open for dealer parking but we ask that you PLEASE park in the furthest edges of the lot to allow YOUR customers to park closer to the building. You cannot park in the loading bays these need to be kept open all weekend.
- **You cannot park in the Ada alley. This is used by other businesses next door as their entrance/exit and parking and has nothing to do with Plumbers Hall. No one from the market can park here.**

TABLES

- This year if you have ordered a table you will find these positioned in your booth.
- If you have not requested tables there will not be spare!
- Please do not take tables from another booth, if yours are not in your location please see a member of staff who will get your ordered tables for you.

PORTERS

- Porters as always will be available to help and they work for tips. They are around for all through the load in and out times. They will have carts to be able to help with your unload. We do have a few carts available for dealers to use.

SECURITY/WRISTBANDS

- All dealers and helpers will be given a wristband, if you do not get one please get one from a member of staff before you leave, this will mean we can identify dealers and their assistants, especially through the load in and out process.
- **YOU MUST WEAR YOUR WRISTBANDS** or have them with you to show at gate and building entrances, this will make entering everywhere much quicker and easier for everyone, as well as create a more secure environment.
- Please ensure the Parking Pass you are given as you check in IS PLACE ON YOUR DASHBOARD and is visible. This is essential if there is any type of issue – emergency, towing or relocation so we can get this executed quickly. Without this and if there is an emergency we WILL TOW your car.

WIFI

We now have WiFi in the building you can access!!! The network is CJP-GuestWiFi and the Password is illinois

DIRECTIONS

From the North- I-90/94-the Kennedy:

Heading south on the Kennedy past Irving Park (where I-90 merges into I-94) go 6 more miles to the Ogden Ave. exit (#50A). Stay straight to go to North Racine Ave. Go 0.14 miles and turn slightly onto Ogden Ave. Go 0.07miles, 1 block past Randolph St. to Washington Blvd. Turn left onto Washington and enter parking lot at 1340 W Washington the Plumber Union.

From the West- I-290 East-the Eisenhower:

Take 290 East and exit at (#28B) toward Paulina St./1700 West Ashland Blvd. Stay straight to go onto Congress Parkway. Go 0.16 miles and turn left onto S. Ashland Ave. Turn slight right onto Ogden Ave. Go to Washington Blvd. and turn right and enter parking lot at 1340 W Washington the Plumber Union.

From the Southwest-I-55-the Stephenson:

Take I-55 North to the I-90/94 West Exit (#292A) toward Wisconsin. From ramp merge onto I-90/94 West and stay in the left lanes towards Wisconsin. Go 1.2 miles and take the West Randolph Street St exit. (#51B) Turn left onto Randolph Street. Go 10 blocks to Ada Avenue and enter parking lot at the Plumber Union.

From the South I-90/94 Dan Ryan Expressway:

Heading north/west on I-94 Dan Ryan take the West Randolph St exit (#51B). Turn left onto West Randolph St. Proceed 10 blocks to Ada Avenue and enter the parking lot at the Plumbers Union.