



# Non-Food Vendor Setup/ Breakdown

City of Mentor Parks, Recreation & Public Facilities  
8500 Civic Center Blvd., Mentor, Ohio 44060 (440) 974-5720  
www.MentorCityFest.com

## Festival Hours: Friday, August 28, 4 - 11 p.m. & Saturday August 29, 12 - 11 p.m.

Here are the final instructions regarding your participation in Mentor CityFest. The festival grounds are located in front of the Mentor Ice Arena at 8600 Munson Road, Mentor, OH 44060. See the attached CityFest site map for details on the location of each vendor area (Main St. and Food Vendors) and the location of the Munson Road festival entrance. Past years have shown that Friday night is a very busy time, please keep this in mind when scheduling your personnel. Also on Saturday, the festival starts right after the parade which brings a large flow of people to the Festival. Expect festival-goers to arrive on site between 11:30-12:00.

### Entering the Festival Site

Vendors will enter from Munson Rd. (green arrow on Vendor Set Up Map). When you arrive, a staff member will greet you at the entrance and guide you to your actual location. ALL vendors must check-in with a CityFest staff member before entering the festival grounds. After load in, NO vehicles will be allowed on the festival grounds until after the festival closes Saturday night and all pedestrians have cleared (This is by order of the Mentor Police Department and violators may be ticketed or towed). Munson Road and Civic Center Blvd. will be closed at 2 p.m. Friday, August 28 and shall remain closed for the duration of the festival, so please plan accordingly. If you arrive after 2 p.m., you will not be permitted to drive your vehicle onto the grounds.

### Vendor Load In

**Friday, August 28, from 9am - 2 p.m..** Please unload your single vehicle quickly, park in the designated Vendor Parking Area across the street from the Main Street tent, and then start working on your booth. This will help to alleviate traffic congestion. **No vehicles will be permitted on the festival grounds after 2 p.m. Friday.** Any vendor arriving after 2 p.m. will not be allowed to drive their vehicle into the festival area. Please be here in plenty of time to setup your booth and move your vehicle. CityFest volunteers will be available during setup and throughout the day if you have any questions.

### Breakdown & Cleanup

If you have any valuable items, we suggest that they be taken with you or safely secured when you leave the property. The festival will be patrolled by security personnel from Thursday, August 27 at 8 p.m. - Saturday, August 29 at midnight; however the City of Mentor and/or the security company will be not responsible for damaged or stolen items. Non-food vendors can begin breaking down their display at 11p.m. on Saturday, August 29 and should be cleared from the grounds by 1 a.m. Additional vehicles will be permitted onto the grounds at 11:30 p.m. (sooner if crowd size permits). It is required that vendors tear down their booth and remove **EVERYTHING** Saturday night. There will be no security patrolling the grounds after 1 a.m. Saturday night.

### Parking During The Festival

As noted above, designated vendor parking has been created across Munson Rd from the Main Street tent. Please hang the enclosed vendor tag from your rearview mirror during the festival.

Get up-to-date information on Mentor CityFest at [www.MentorCityFest.com](http://www.MentorCityFest.com) or visit our Mentor City-Fest Facebook page. Additional questions, please contact Maggie Kuyasa at (440) 974-5728, before Thursday, August 27.





## Food Vendor Setup/Breakdown Instructions

### **Festival Hours: Friday, August 28, 4 - 11 p.m. & Saturday August 29, 12 - 11 p.m.**

Thank you for participating in our festival. Last year more than 20,000 people attended and enjoyed a wonderful time thanks in part to the cooperation and enthusiasm of our vendors. Here are the final instructions regarding your participation in Mentor CityFest.

The festival grounds are located in front of the Mentor Ice Arena at 8600 Munson Road, Mentor, OH 44060. Please see the attached CityFest site map for the location of the Munson Road festival entrances, your specific location, details on the location of other festival activities, vendor parking areas.

### **Food Vendor Load In - Thursday, August 27, from 2 p.m. - 7 p.m.**

We would like food vendors to arrive the day before the festival for a number of reasons; allow more time for hook-up and inspection, alleviate traffic on Friday and allow time for spacing adjustments. Security will be on site 24/7 beginning Thursday at 8 p.m. - Saturday at 12 midnight. Final setup can take place Friday from 9 a.m. - 1 p.m.

Please enter the festival grounds from the entrance on Munson Road (green arrow on Vendor Set Up Map). When you arrive, a staff member will greet you at the entrance and guide you to your actual location. ALL vendors must check-in with a CityFest staff member upon entering the festival grounds.

**Food vendors must be completely setup by 1 p.m. on Friday, August 28.** The Lake County Health Department and the Mentor Fire Department will arrive at 1p.m. on Friday to inspect food vendors, issue temporary food vendor permits and inspect your fire suppression system and fueling sources. **\*\*Please see the attached information on regarding electrical hookup requirements. \*\***

### **Breakdown & Cleanup**

**Food vendors can begin breaking down their area at 11 p.m. on Saturday, August 29 and should be cleared from the area by 1 am.** Additional vehicles will be permitted onto the grounds at 11:15 p.m. (sooner if crowd size permits). It is required that vendors tear down their booths and remove **EVERYTHING** Saturday night. There will be no security patrolling the grounds after 1 a.m. Saturday

### **Parking During The Festival**

As noted above, designated vendor parking has been created across Munson Rd from the Main Street tent. Please hang the enclosed vendor tag from your rearview mirror during the festival.

### **Other Helpful Information**

- A gray water dumping area will be provided by the City of Mentor near the Civic Center Pool. Closed containers must be provided by the vendor to transport the gray water to the dumping location.
- We suggest that you remove valuable items from your location at night. Security staff will patrol the grounds each night; however the City of Mentor and/or the security company will not be responsible damaged or stolen items.
- Ice will be available for purchase starting at noon on Friday and 11:00 am on Saturday. The cost is \$4 per 22 lb bag. A CityFest golf cart will visit vendors regularly for ice purchase.
- Need assistance on site? Our helpful CityFest volunteers are happy to help.

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