

To: Vendors, Juneteenth Jubilee Parade & Festival
From: Don Schwarzkopf, 832-413-2217 don@ewmediagroup.com
Re: Festival Load-in Information
Juneteenth Jubilee Parade & Festival



2024 Juneteenth Jubilee Festival

Sat., June 15, 2024 — 11:00 AM until 3:00 PM

Fifth Ward Multi Service Center, 4014 Market St., Houston, TX 77020

My staff and I will be on-site from 6:30AM until after the end of the Festival
Weekend of Event Phone Contact #: 832-413-2217

Location: Fifth Ward Multi Service Center, 4014 Market St., Houston, TX 77020
(see map on page 3)

SEE THE FOLLOWING TOPICS BELOW

- A. Arrival Times for vendors
- B. Set-up Procedures / Check-in
- C. FREE Parking after set-up
- D. Tear Down & Load-out
- E. AREA MAP
- F. Driving Directions to Festival

A. ARRIVAL TIMES - Sat., June 15, 2024

Note: All spots are pre-assigned, you will receive your location on Check-in

FOOD VENDORS ...

1. If your Company Name begins with A through Z, load-in @ 6:30 AM, Mon.

NON-FOOD VENDORS ...

1. If your Company Name begins with A through I, load-in @ 7:30 AM, Mon.
2. If your Company Name begins with J through Q, load-in @ 8:15 AM, Mon.
3. If your Company Name begins with R through Z, load-in @ 9:00 AM, Mon.
4. You must be set-up by 10:00 AM. Note:

The Festival provides space only – You must provide your own tents, table & chairs

B. SET-UP PROCEDURES

1. Pull into Check-in area. There will be staff members to check you in.
Check-in: Main Entrance 5th Ward Multi-Service Center, 4014 Market St., Houston, TX 770201 - (see map on page 4)
2. Staff will check your payment status. You cannot set up until you've paid any outstanding balances. Cash or money orders only.
3. After Checking-in, you will be directed to your Booth Location. Unload your extra vehicles first & completely before setting up and move them to off-site

parking. Notify a staff member if needed, to watch your things as you move.

4. You may not be able to drive up to your location so **bring a dolly or wagon to transport your goods to the booth**. Estimated Distance you will need to walk is Less than ½ block If you need to bring product in after the Festival begins, you can enter with a dolly – no vehicles.
5. Nothing can be stored outside of your tent/truck/trailer.
6. Vendors will be on concrete – nothing can be placed outside your tent or in the garden area- No tents can be touching the sidewalk
7. Business Hours: Vendors must be ready for business by 10:00 AM
8. Tear Down may not begin until after 3:00 PM when Officers signal it's safe to start loading-out. **NO early tear-down**
9. **TENT WEIGHTS – ALL TENTS - Vendors must weigh down the legs of their tents. NO STAKES ALLOWED. You must have at least 25 pounds per leg. No bungee or elastic type cords should be used.**
10. **PROHIBITED** - No drugs or alcohol use by vendors allowed.
11. **GENERATORS** are not allowed inside the Festival unless they are Honda Quiet or Inverter-type generators. Generators must be pre-approved. Non-complying generators cannot be used. If you are removed, you will not be refunded.

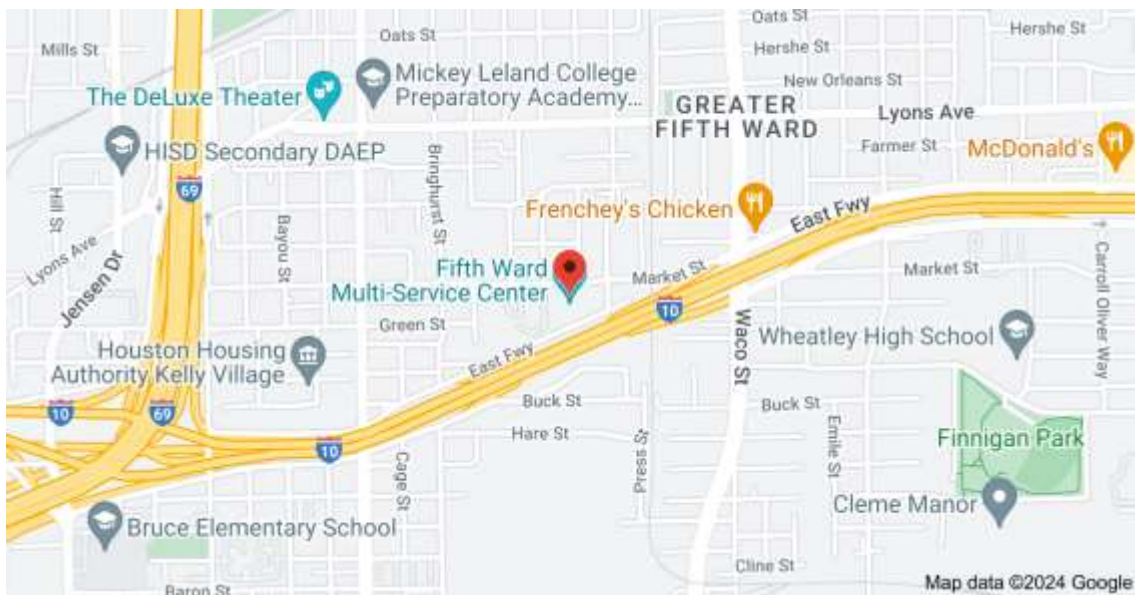
C. PARKING AFTER SET-UP – There is dedicated parking as there was last year.

1. Festival Staff will direct you to parking upon Check-In

D. TEAR DOWN & LOAD-OUT 3PM until 5 PM

- a. For the safety of our customers, tear down may not begin until after 3 PM when officers signal it's safe to start loading-out. Nothing can be left overnight

E. AREA MAP



SEE NEXT PAGE FOR DIRECTIONS...

F. VENDOR TRAVEL AND PARKING & DRIVING DIRECTIONS

FROM I-45 NORTH of Houston

1. Take I-45 South to I-10 East
2. Get on I-10 E
3. Exit on Waco St (exit 771A from I-10 E)
4. Take a LEFT on Waco
5. Turn Left on Market – 0.2 mi

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2. FROM I-45 SOUTH of Houston

1. Get on I-45 N
2. Follow I-45 N to I-10 East
3. Exit on Waco St (exit 771A from I-10 E)
4. Take a LEFT on Waco
5. Turn Left on Market – 0.2 mi

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3. FROM I-10 WEST of Houston

1. Get on I-10 E
2. Cross I-45 and take the Waco St. Exit (exit 771A from I-10 E)
3. Turn LEFT on Waco
4. Turn LEFT on Market St – 0.2 mi

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4. FROM HWY 59 NORTH of Houston

1. Get on I-69 South
2. Follow I-69 S to I-10 East
3. Exit on Waco St (exit 771A from I-10 E)
4. Take a LEFT on Waco
5. Turn Left on Market – 0.2 mi

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5. FROM HWY 59 SOUTH of Houston

1. Get on I-69 North
2. Follow I-69 N to I-10 East
3. Exit on Waco St (exit 771A from I-10 E)
4. Take a LEFT on Waco
5. Turn Left on Market – 0.2 mi

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Vendor Management by EWMedia Group

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