



Dear Festival Vendor,

Welcome to the 25th Festival of Pumpkins. We are ready for you to have a fabulous day. Please check the weather and plan accordingly.

YOU HAVE BEEN SENT A LICENSE WITH YOUR VENDOR SPACE  
IN THE MYGOV PORTAL, AND EMAIL.

#### **General Information:**

- **PER application, Concessions Vendors are required to set up on FRIDAY October 24.**
- Vendors are responsible for providing all booth display equipment: such as tents, tables, chairs, electrical cords, lights, etc.
- Vendors are responsible for tent weights. Tents are located on hard surface and stakes are prohibited.
- Your booth must be kept clean during the festival hours and all refuse must be placed in the trash receptacles.
- IMPORTANT: Pay attention to street closures.
- **For the safety of all, NO vendor vehicles on plaza after 8:45 a.m. Saturday.**
- **In Case of inclement weather, the festival is NOT cancelled. Please plan and prepare accordingly for inclement weather.** The City of Paris will use the RAVE Alert notification via text for any updates on inclement weather. ATTENTION: You must sign up for RAVE for emergency notifications. This is a change from the application. Paristexas.gov. Search RAVE Alerts.

**\*\*\*\* LOCATION FOR THE CHECK IN\*\*\*\***

TO enter the festival area vendors must go through Vendor Check-In located at the Lamar County Courthouse (119 N. Main) Parking Lot. The Paris Fire Department will be in the lot to assist with staging.

At Check-in Festival Staff (FD) will take your name and your business name. You will move to the staging area when appropriate and staging staff will direct you to your designated area. DO not block any intersections while waiting for staging.

**Vendor check-in**

Friday, October 24th -6 p.m. & 8 p.m.

Saturday, October 25<sup>th</sup> -6 a.m. and 8 a.m.,

Paris Main Street has pre-assigned vendor spaces, no unauthorized changes.

Security is furnished overnight. It is the responsibility of the exhibitor to properly close/secure their booth outside of festival hours. The City of Paris will not be liable for any losses or damages occurring on the festival grounds.

**The streets are narrow:**

**Once at your location, park your vehicle in a way that will not impede others from passing. Unload your supplies and MOVE your vehicle out of the festival area before setting up space.**

**An map of available parking is attached next page**

**It is important that you do this to make check efficient for all.**

Parking lot at the corner of Church and E Kaufman,

At the Splash park 200 Lamar

Farmers Market 400 1<sup>st</sup> SW

130 N. Main Street on right side of road

Courthouse parking lot, 119 N. Main



**The Festival closes at 5:00 p.m.**

For the safety of the patrons and vendors, NO vehicles are to enter the festival area at any time during the festival hours of (8:45.m. – 5:00 p.m.) Exception emergency vehicles and staff.

When festival hours have ended and the staff determines it is safe to open the vendors will be allowed to enter the festival area on 1<sup>st</sup> ST NW.

VENDORS WILL BE ALLOWED TO EXIT ON  
1<sup>ST</sup> SW  
CLARKSVILLE ST.

ALL OTHER STREETS WILL BLOCKED WITH WATER BARRIERS THAT  
CANNOT BE MOVED.

Vendors must break down tents, box supplies and disassemble as much as possible before bringing their vehicle the festival area to load.

See you soon and looking forward to another great Festival in Paris, Texas!

Cheri Bedford  
Main Street Coordinator/Festival Chairperson  
[www.festivalofpumpkins.com](http://www.festivalofpumpkins.com)