2023 Holiday Market Load-In Map

Friday, December 1 from 11AM to 3 PM

PAGE 1: COLORED CODED LOAD IN MAP
PAGE 2: LOAD IN INSTRUCTIONS and RULES

PAGE 3: LOAD IN TIMES

PAGES 4-5: LISTED A TO Z: MAKERS, VENDORS, YOUTH MAKERS,

HANDS-ON ACTIVITY AND DEMOS



LOAD IN INSTRUCTIONS AND RULES:

STAY CALM, BE NICE.

- · Everyone will have more than enough time to load in and set up.
- · We will get you in as fast as possible.
- · The calmer and kinder we all stay, the easier the day flows.

TIMING IS EVERYTHING:

- · Please arrive during your assigned time.
- · Once you arrive, you will be directed where to go.
- \cdot Wait until the convention center or Handmade Arcade staff tells you what to do.
- · Many of you will be arriving at the same time.
- · We need everyone to follow the rules.
- If you can bring a dolly and load your stuff without driving onto the hall floor, let the folks on the loading dock know.
- It is very helpful for some vendors to park on the dock and load in without driving on the floors.

TEAMSTERS ARE ON-SITE TO HELP, AND THEY MOVE FAST.

- Please note that Teamsters must adhere to specific rules regarding uploading and pushing carts. Please work with them.
- The DLCC will only let us use their carts or hand trucks if a Teamster pushes it.

Thems the rules. We don't bend them and ask you not to bend them. Handmade Arcade prides itself on doing this fast and without too much fuss. If you have an **EARLY LOAD IN** time that conflicts with your work schedule, **please email Tricia**. We understand that this is a work day for many and can be flexible.

If you are scheduled for a LATER TIME, PLEASE DO NOT ask for an earlier time. We cannot accommodate that this year. There are too many of you.

You will have enough time to set up. Last load-in times still give you 2+ hours to set up for the Happy Hour.

If you cannot set up on Friday **before 3 PM, contact Tricia ASAP.**

If something goes **really wrong** on the day Friday, December 1 **text Tricia at 412-654-3889**.

If you are going to be late, that's OK. You do not need to let us know UNLESS you are going to arrive AFTER 3 PM.

GETTING YOUR WARES TO YOUR BOOTH.

- · Some makers will be able to drive directly onto the floor and unload at their table. Others will not.
- Do not drive into the hall unless the convention center staff permits you to do so.
- · Please drive very slowly.
- · Not all makers will be able to drive onto the hall floor.
- · We will do our best to accommodate everyone.

IF YOU CAN DRIVE TO YOUR SPACE:

- · Unload your car at your table (do not put any of your stuff in the booths surrounding you).
- · DO NOT START SETTING UP.
- · Once your items are unloaded at your table, return to your car immediately, leave the loading dock.

PARKING:

- DO NOT PARK IN THE LOADING DOCK or THE CONVENTION CENTER LOT.
- · Please park in one of the garages listed on the Vendor Info.
- · Park, return through the East Lobby doors, come up the escalator, and turn left. We are in Halls B & C.

THE LOADING DOCK CLOSES AT 3 PM. If you arrive after 3 PM, you will have to load in from the street.

IMPORTANT TO NOTE:

- The Ramps at the Convention Center are NOT labeled ONE and TWO.

 They are labeled with letters that do not correspond with the hall letter. We have named them this way to avoid confusion.
- \cdot Ramp ONE will the first one you encounter when you get to the right level.
- · Ramp TWO is further down.

Time:	Table Numbers:	Ramp:
11-11:30 AM	1-9, 25, 279-282	Ramp 1
11-11:30 AM	144, 257-278	Ramp 2
Time:	Table Numbers:	Ramp:
11:30 AM -12 PM	20-24, 26-30, 81-88	Ramp 1
11:30 AM -12 PM	171-182, 236-247	Ramp 2
Time:	Table Numbers:	Ramp:
	15 10 21 25 77 00 00 02	Dame 1
12-12:30 PM	15-19, 31-35. 77-80, 89-92	Ramp 1
12-12:30 PM 12-12:30 PM	137-143, 145-151,	Ramp 1 Ramp 2
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	137-143, 145-151, 231-235, 248-252	·
	137-143, 145-151,	·
12-12:30 PM	137-143, 145-151, 231-235, 248-252	Ramp 2
12-12:30 PM Time:	137-143, 145-151, 231-235, 248-252 Table Numbers:	Ramp 2 Ramp:
12-12:30 PM Time: 12:30 -1 PM	137-143, 145-151, 231-235, 248-252 Table Numbers: 10-14, 36-40. 109-120	Ramp 2 Ramp: Ramp 1

12:30 -1 PM	166-170, 183-187, 223-230, 253-256	Ramp 2
Time:	Table Numbers:	Ramp:
2-3 PM	All YOUTH MAKER TABLES	Ramp 1

Time:	Table Numbers:	Ramp:
1-1:30 PM	41-42, 68-69, 73-76, 93-96, 107-108, 121-122	Ramp 1
1-1:30 PM	133-136, 152-155, 195-198, 205-216	Ramp 2
Time:	Table Numbers:	Ramp:
1:30 -2 PM	103-106, 123-126	Ramp 1
		•
1:30 -2 PM	162-165, 188-191, 199-204, 217-222	Ramp 2
1:30 -2 PM Time:		Ramp 2 Ramp:
	217-222	
Time:	Table Numbers:	Ramp:
Time: 2-2:30 PM	Table Numbers: 70-72, 97-99	Ramp: Ramp 1

YOUTH MAKERS:

2:30-3 PM

Most you will not be able to use the loading dock to load in. We will send a seperate email to explain how to load in from the street. If you can load in during this time, GREAT! Just remember, don't leave your car on the loading dock.

159-161, 192-194

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