



1989 ~ 34th ~ 2023

ANNIVERSARY

Market in the Park Merchant Vendor Instructions

Saturday, August 12th · 8:30 am – 4:00 pm · Aurora City Park

Address: 21074 Main St NE, Aurora, OR 97002

We are excited to be back in Aurora City Park! This year's coordinator is Rachael Nelson. Check in with her or one of our volunteers when you arrive to find your booth space quickly and easily.

Here are the guidelines for the Aurora Colony Days Market in the Park:

- 1. VENDOR CHECK-IN — 5:30 am – 7:00 am.** There are 30 parking spaces on Main St NE and about 7 spaces on Liberty St NE. All booths will be flanking the main sidewalk through the park; therefore your booth will be on the grass.
- 2. UNLOADING & SETTING UP —** Please unload as quickly as you can, then park your vehicle in the designated street parking (see map), THEN begin your unpacking/setting up. This will allow the load-in of all vendors to go very smoothly and quickly! We must have all vehicles unloaded and moved from the parking spaces by 7:15 am.
- 3. VENDOR PARKING —** We are utilizing the street parking just south of the park. This area will fill up, so be a friendly parker and be close to each other, just do not scrape anything! Please have your booth set-up and shoppable by 8:30 am—we have wonderful folks that will be there to look and buy right from the start!
- 4. TEARING DOWN & PACKING UP — 4:00 pm - 5:00 pm ONLY!** As a courtesy to your neighboring booths and patrons, do not close early. However, we need to work fast to get out of the way because the food vendors will be arriving and setting up between 4:30 pm & 5:00 pm. If you want to continue to sell throughout the evening, you must receive prior approval from Rachael. Contact her at Rachaelnelson002@gmail.com for more information.



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5. **VENDOR SIGNAGE** — There will be no signage indicating a “% off “or “sale” at any time. But feel free to display your business name!
6. **SELLING** – At our Market we want to exude hospitality and reflect a love for what we do! You have been selected because you have wonderful items to sell and a creative eye in which to display them – you are unique and we LOVE that! Aurora Colony Days is a celebration! Our hope is, even if it is warm outside, that we can all sell our hearts out, make some money and greet a whole new group of future shoppers for all our businesses!
7. **CHECK OFF LIST** — Here is a quick list of things you might want to bring:
 - Canopy
 - Tables
 - Chairs to sit in
 - Cash box/change
 - Credit card reader for cell phone
 - Bags & tissue
 - Extra price tags
 - Calculator
 - Business promo/cards
 - Pens
 - Hand-truck for load-in
 - Your specialty items and display items...
that should get you started!
8. **PROMOTE!** — We would LOVE your help continuing to promote our event! We have a Facebook page with our Market in the Park event, so feel free to share all you want (www.facebook.com/AuroraColonyDays). We also have an Instagram page so please share and like that as well (www.instagram.com/auroracolonydays). For schedules and other info our website clearly displays it all(<https://www.auroracolonydays.com/>).

We are so excited you are joining us! See you Saturday!

AUROLA COLONY DAYS

DAY OF INFO & VENDOR PARKING

