

# Vendor Prep Guide

## 1. WHEN:

**Sunday February 4, 2023, Noon - 5 PM**

## 2. WHERE:

**Scottish Rite Cathedral, 110 E. Lincoln Ave. New Castle PA 16101**



## 3. SET-UP:

- **Saturday, February 3rd From 8AM to 7PM**
- **Sunday February 4th (Morning of the show) 8AM to 11:30AM**

## 4. UNLOADING:

- **The easiest way is to pull into the WEST PARKING LOT on the right side of the building.**
- **The lower door will allow ground level unloading.**
- **Please unload inside the door and MOVE YOUR VEHICLE. That way we can avoid traffic backup. Then you can move your items to your spot.**

**Following these processes will keep a smooth flow and avoid backups. Please be courteous.**

## 5. WE PROVIDE:

- **Tables - 30 INCHES X 8 FEET (Limited Quantities 30 inches by 6 foot & 60 Inch Round.**
- **Chairs (Let us know how many you will need)**

**Please email [ncbridalfair@gmail.com](mailto:ncbridalfair@gmail.com) by 1.15.2023 to let us know how many tables and chairs you will need. If we do not hear from you, you will receive (1) 8 ft table and 2 chairs.**

## 6. YOU'LL NEED TO BRING:

- **Table Coverings, Tape, Extension Cord (At Least 25 ft), Scissors, Markers and anything else necessary to create your display.**

## 7. SOME GENERAL THINGS:

- **We will have coffee for you and your workers the morning of the event. It's important to be charged and ready to mingle!**

## 8. TEAR DOWN:

**Everything MUST be out of the Cathedral Sunday Night. NOTHING is to be left behind.**

**9. NO-NO'S: Please DO NOT tape, thumb tack or staple any type of signs, Literature etc to the walls or woodwork. Please respect this beautiful historical facility.**

**\*\*Please note that you will need to abide by CDC Requirements that are in place at the time of the show.**

**Erin Miles / Jessica Miles - (724) 944-0056 or (724) 674-5180**