

Vendor Prep Guide

1. WHEN:

Sunday, January 29, 2023, Noon - 5 PM

2. WHERE:

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



3. SET-UP:

- **Saturday, January 28th From 8AM to 7PM**
- **Sunday January 29th (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 nbridalfair@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.**

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