

# RANDOLPH STREET MARKET 2020 VENDOR EVENT INSTRUCTIONS

Feb 8<sup>th</sup> and 9<sup>th</sup> / April 25<sup>th</sup> and 26<sup>th</sup> / Nov 21<sup>st</sup> and 22<sup>nd</sup> / Dec 12<sup>th</sup> and 13<sup>th</sup>  
Onsite & 24/7 phone number: 312-666-1200  
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**PLEASE NOTE FRIDAY LOAD IN STARTS AT 1PM FOR BALLROOM, LOWER HALL AND LOWER HALLWAY – THIS IS ALL VENDORS EXCEPT THE FANCY FOOD VENDORS IN THE UPPER HALLWAY BY THE OFFICES.**

**UPPER HALLWAY( FANCY FOOD VENDORS) CAN LOAD IN AFTER 2PM EXCEPT THE CENTER LOCATED BOOTHS WHICH IS 4.30PM. WE WILL COMMUNICATE THIS WITH YOU.**

**SATURDAY LOAD IN IS FROM 8AM FOR ALL AREAS.**

**PLEASE NOTE NEW OPENING HOURS – SAT 10-7PM AND SUNDAY 10-5PM**

Please read the entire memo VERY carefully as this includes ALL the information you will need to have and assist with a smooth arrival, load in and ensure you have an enjoyable market.

## **GENERAL INFORMATION**

### **MARKET OPENING TIMES**

- SATURDAY 10-7PM
- SUNDAY 10-5PM

PLEASE ensure you are at your booth at 10am. These are the rules. We think these times are more than reasonable for everyone to be present at their booths and it looks very bad for the whole market to have covered/unattended booths after opening. In addition this is a security risk that no one can be responsible for.

The Loading Dock will be locked at 10am on both days.

### **ADDRESS AND ENTRANCES**

Plumbers Hall Facility  
1340 W Washington Blvd (can also be accessed on Randolph Street between Ada & Ogden Streets)  
Chicago, IL 60607

There are entrances to Plumbers Hall on both Washington and Randolph. Washington is a one way street that runs East and Randolph is a one way street running West, although there is a service corridor on either side that runs East. Driving directions also included.

Check in is at the Loading Dock during Friday and Sat morning.

### **TABLE AND CHAIR ORDER**

If you have not already told us your table and chair needs please email [info@randolphstreetmarket.com](mailto:info@randolphstreetmarket.com) immediately. We do not have spare tables so you must have ordered and paid for them to ensure you get them. Tables are \$15 and Chairs are \$10. Tables are either 4ft, 6ft or 8ft in width.

Once we have an order for you we will assume that this is what you will require each month unless you tell us otherwise.

# **SCHEDULE FOR VENDORS**

## **General Load In**

This is the same for all areas EXCEPT one small group of vendors the Fancy Food vendors. Please review your area carefully, below is general information for all areas You will be aware if you are a hallway dealer as you applied as a FANCY FOOD vendor. Please check your application if you can not remember what size space you chose.

**ALL BOOTH LOCATIONS WILL BE GIVEN ONSITE.  
DUE TO MANY LAST MINUTE CHANGES THESE WOULD NOT BE ACCURATE IF GIVEN OUT BEFORE.  
SOMEONE WILL THEN SHOW YOU TO YOUR SPACE.**

## **FRIDAY**

### **FRIDAY AM/PM-BUILDING LOAD IN FOR INDOOR VENDORS**

*1pm-8pm - BALLROOM , LOWER HALL AND LOWER HALLWAY VENDORS*

*2 - 8pm – UPPER HALLWAY – FANCY FOOD VENDORS – EXCEPT THOSE FEW THAT ARE LOCATED IN FRONT OF THE OFFICES. THEN IT WILL BE 4.30PM.*

***Check in at Loading Dock and pay any outstanding balance and receive wristbands and parking pass.***

- You can pull in to unload in the parking lot that is to the north of the building by the rear entrance. This is the loading dock and you can access the lower and upper halls from here. You will park on the north parking lot that is by the rear entrance to the building and enter for load in through these rear doors. When you've unloaded, please move your vehicle away from the dock bays so someone else can park here and unload easily.
- MUST FIRST CHECK IN AT LOADING DOCK. YOU CANNOT LOAD IN VIA THE MAIN FRONT DOUBLE DOORS.
- Please note the building CLOSES at 8pm therefore you need to be ready to VACATE the building at 8pm.
- Please be aware that it is still a first come first served in terms of load in parking spaces and access to elevators and porters.
- Coffee is not provided on this day as it is easy to obtain off premises.

## **SATURDAY**

### **SATURDAY LOAD IN**

*8am-10am INDOOR VENDORS CAN ACCESS BUILDING*

- Access to the inside of the building is at 8am from the loading dock. The inside opens to the public at 10am.
- **ALL INDOOR VENDORS: This time on Saturday morning is for further set up of your booths and NOT for a full load in unless you can be completely loaded in and set up in these 2 hours.**

## **SUNDAY**

### **SUNDAY AM BUILDING ACCESS**

*9am-10am INDOOR VENDORS CAN ACCESS BUILDING*

## **LOAD OUT**

- Load out cannot begin until 5pm on Sunday. No cars are allowed into loading bays on the lot until this time. If you require a porter's assistant there will be a staff member running this process and will give you a number and you will be assigned a porter in numeric order as soon as one becomes available.

- Please continue to be aware of your product during load out. This is a very busy and chaotic time with many people coming and going. Your product is still your responsibility we cannot take responsibility for any lost, damaged or stolen product.
- You CAN NOT pack up your booth and/or leave before 5pm. This is rude and inconsiderate to the market and your fellow vendors. It looks terrible for many reasons.

## **DETAILED INFORMATION**

### **CAR ACCESS AND PARKING**

- The lot is open for dealer parking but we ask that you PLEASE park in the furthest edges of the lot to allow YOUR customers to park closer to the building. You cannot park in the loading bays these need to be kept open all weekend.
- **You cannot park in the Ada alley. This is used by other businesses next door as their entrance/exit and parking and has nothing to do with Plumbers Hall. No one from the market can park here.**
- **Please place the yellow ID tag in your car in case we need to contact you. THIS DOES NOT ALLOW YOU TO PARK ON RESTRICTED AREAS WITH THE CITY. ALL PARKING RESTRICTIONS STILL NEED TO BE FOLLOWED. THIS TAG IS JUST FOR IDENTIFICATION.**

### **TABLES**

- If you have ordered a table you will find these positioned in your booth.
- If you have not requested tables there may be a few spare but you need to pay onsite and will need to wait for them to be delivered to you.
- Please do not take tables from another booth, if yours are not in your location please see a member of staff who will get them brought for you.

### **PORTERS**

- Porters as always will be available to help and they work for tips. They are around for all through the load in and out times. They will have carts to be able to help with your unload. We do have a few small carts available for dealers to use.

### **SECURITY/WRISTBANDS**

- All dealers and helpers will be given a wristband, if you do not get one please get one from a member of staff before you leave, this will mean we can identify dealers and their assistants, especially through the load in and out process.
- **YOU MUST WEAR YOUR WRISTBANDS** or have them with you to show at gate and building entrances, this will make entering everywhere much quicker and easier for everyone, as well as create a more secure environment.
- Please ensure the Parking Pass you are given as you check in IS PLACE ON YOUR DASHBOARD and is visible. This is essential if there is any type of issue – emergency, towing or relocation so we can get this executed quickly. Without this and if there is an emergency we WILL TOW your car.

### **WIFI**

The network is CJP-GuestWiFi and the Password is baileysplace

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**DIRECTIONS**

**From the North- I-90/94-the Kennedy:**

Heading south on the Kennedy past Irving Park (where I-90 merges into I-94) go 6 more miles to the Ogden Ave. exit (#50A). Stay straight to go to North Racine Ave. Go 0.14 miles and turn slightly onto Ogden Ave. Go 0.07miles, 1 block past Randolph St. to Washington Blvd. Turn left onto Washington and enter parking lot at 1340 W Washington the Plumber Union.

**From the West- I-290 East-the Eisenhower:**

Take 290 East and exit at (#28B) toward Paulina St./1700 West Ashland Blvd. Stay straight to go onto Congress Parkway. Go 0.16 miles and turn left onto S. Ashland Ave. Turn slight right onto Ogden Ave. Go to Washington Blvd. and turn right and enter parking lot at 1340 W Washington the Plumber Union.

**From the Southwest-I-55-the Stephenson:**

Take I-55 North to the I-90/94West Exit (#292A) toward Wisconsin. From ramp merge onto I-90/94 West and stay in the left lanes towards Wisconsin. Go 1.2 miles and take the West Randolph Street St exit. (#51B) Turn left onto Randolph Street. Go 10 blocks to Ada Avenue and enter parking lot at the Plumber Union.

**From the South I-90/94 Dan Ryan Expressway:**

Heading north/west on I-94 Dan Ryan take the West Randolph St exit (#51B). Turn left onto West Randolph St. Proceed 10 blocks to Ada Avenue and enter the parking lot at the Plumbers Union.