

**MOHS MUSIC BOOSTERS ASSOCIATION CRAFT FAIR 12/14/19
VENDOR PARKING & UNLOADING INSTRUCTIONS**

****PLEASE NOTE: CHANGES IN VENDOR PARKING AND UNLOADING PROCEDURES****

ENCLOSED: 1 Vendor Parking Pass per Booth, 1 Unloading Pass per Booth, and MOHS Music Boosters Association Craft Fair Terms & Conditions

Due to construction on the Performance Center in the Ala Ilima MOHS Parking Lot (by Fire Station), all vendor unloading and parking will now take place in the Ala Napunani MOHS Parking Lot. To accommodate vendors' parking and to insure safe and efficient unloading, the following will be in effect until further notice:

- 1. 1 Vendor Parking Pass per Booth purchased will be issued. This pass allows the Vendor's vehicle to enter the ALA NAPUNANI Parking lot and to park in a designated Vendor Parking Stall in the lot. Please write in your License Plate and Phone number on the Pass.**
- 2. 1 Unloading Pass per Booth purchased will be issued. This pass allows the vehicle to enter the ALA NAPUNANI Parking lot and unload at designated Unloading areas. Please write in your License Plate and Phone number on the Pass. Driver must remain in vehicle during unloading and leave the area once items are unloaded. Any unattended unloading vehicle will be subject to tow. This pass does not allow the unloading vehicle to park in the lot.**
- 3. Vendors may use the Unloading areas as long as the driver remains in the vehicle. The Vendor Parking Pass does NOT allow you to park in the Unloading area.**
- 4. From 6:30 am, and subject to availability, Student Volunteers in designated Unloading Areas may assist you with bringing your merchandise to your booth. If you require assistance, your items must be clearly labeled with BOOTH # and NAME. Students are NOT permitted to carry any tables, equipment, items over 20 lbs, or to assist with booth set up. Students are NOT permitted to move UNLABELED items to any vendor booths. Thank you for your cooperation and consideration so that we can continue to have student volunteers provide this service.**
- 5. *It is highly recommended that you bring 1-2 additional persons in your vehicle to assist you, should Student Volunteers not be available when you approach the Unloading area. Remember: the driver must remain in the vehicle and leave the Unloading area once all your items are unloaded.***
- 6. *Please help us serve you better by following all the traffic patterns and directions from Parking Attendants and Security Staff that day. They will direct you to the designated Parking and Unloading areas.***

**THANK YOU FOR YOUR COOPERATION AND PATIENCE AS WE STRIVE TO
MAKE THIS A SAFE AND SUCCESSFUL CRAFT FAIR FOR ALL!!!**

QUESTIONS? Please email us at craftfair@mohsmusic.com. We cannot guarantee response to questions asked the week of the craft fair so please provide sufficient time. Thank you for your understanding!