

Dear Vendors,

We're excited to have you join us for the **Sip, Shop & Savor Spring Market** on **April 11!** We're looking forward to kicking off the event season with you and creating an amazing day for our community.

Event Details:

- **Time:** 8:00 AM – 2:00 PM
- **Set-Up Begins:** 6:30 AM
- Food trucks will be placed first to ensure smooth event flow.

Arrival & Check-In Instructions:

- Please **enter 15th Avenue from the west side near 6th Street** and line up.
- You will be **checked in near Juniors Sports Bar & Grill and VanHoe Funeral Home.**
- From there, our team will guide you to your assigned space.

Set-Up Guidelines:

- Please **unload toward the curb.**
- After unloading, **move your personal vehicle promptly** to designated parking areas to keep the street clear and allow others to set up efficiently.
- Don't forget to bring **tent weights** for safety.

Event Notes:

- We will have **music playing throughout the day**, along with announcements.
- There is also a vendor event happening at the Bend Expo Center, and we'll be **cross-promoting both events** to encourage attendance.
- Our events are **free for guests**, and we appreciate your role in making them welcoming and enjoyable.

Vendor Requirements:

Invoices should be paid by **Monday**. Payment covers **one space**, so please plan accordingly. Some vendors have reserved additional spaces, and we're excited to have a full street!

Food vendors must be fully approved by the City—if you are not approved, you will be turned away. Please make sure you have completed all requirements with the Health Department and paid your City fees. Vendors must be in good standing with the City of East Moline to participate, and no exceptions can be made.

Promotion:

Advertising will be happening all week, and we encourage you to help us make this

event a success! Please share the event with your friends and family and help spread the word—share, share, share our posts!

End-of-Day Responsibilities:

- Please **clean up your space and dispose of all trash** before leaving.
- Help us keep the area clean by policing your immediate space.

Weather Information:

- In case of questionable weather, please keep an eye on the **East Moline Main Street Facebook page** for updates.
- We may delay if necessary, but please note that we **do not cancel events lightly**, as significant time, energy, and resources go into bringing these events to the community.

We kindly ask that everyone remain **patient, kind, and respectful** throughout the day.

Let's make this an incredible start to the season—we're looking forward to seeing you at check-in!