

Thank you for joining us! We're excited to welcome you to Mills Park Hotel and Yellow Springs for our next Bazaar! Attached is the information for all vendors. PLEASE NOTE: Specific booth assignments will be provided upon arrival on Saturday morning according to the booth type you purchased.

Operating Hours:

Saturday bazaar hours: 9 am to 5 pm

No early tear down before 5 pm is permitted. Vendors who tear down prior to 5 pm will be prohibited from vending at future MPH events.

Set up instructions:

Outdoor vendor setup will begin at **7 am** on Saturday morning.

For unloading, you may do so on Limestone St along the side of the hotel. These parking spaces will be marked as reserved by Yellow Springs PD for our event specifically.

The parking lot of Mills Park Hotel will be accessible for vendors who have secured a parking pass in advance. There will be no exceptions. Parking passes will be mailed to you in advance. MPH security will also have a list of authorized vendors. If unloading from the hotel lot, DO NOT park in the hashed area by the curb as this will block the handicap access ramp. Vehicles that block the access ramp will be towed. For tear down all vendors may enter the parking lot after 5pm.

Vendors must provide all of their own canopies, displays, tables, and equipment. Vendors may not use hotel luggage carts to move materials - these are reserved for guest luggage only. All booths are 10' wide and 10' deep. Please make sure your entire display is contained within that area - no displays may encroach on other vendors nor extend into the sidewalk or walkways.

Vendor parking during event:

There will be ample street parking available on Limestone St and in the surrounding area. Moorman's towing will be on site for the event and will remove any vehicle without a parking permit.

Additional info:

Free wifi is available to anyone on property.

Network name: Mills Park Hotel

Password: WelcomeGuest

Contact info:

General Inquires: Emma Beavers - Emma@millsparkehotel.com

Day of Contact: Alissa Hamilton 937-319-0409 (this number cannot receive text messages)

Mills Park Hotel staff will be on-site and available during all setup and event hours.

