

Vendor Information - Little Red Wagon Artisan Market 2023

Show Dates: Saturday, December 9, 10-5
Sunday, December 10, 10-4

Location: Triphammer Marketplace, located at the intersection of Rt 13 and Triphammer Rd, Ithaca
In the ReUse atrium and the Ithaca Bakery Atrium

- 1) We will be taping out the spaces and moving tables around on Friday evening after 6:00. We could use a couple of volunteers for this - email us if you are interested!
- 2) The building is never locked, so you are welcome to set up at any time on Saturday morning. Please be ready to go by 10:00. We anticipate a good opening shopping crowd! If you need to drop anything on Friday you are welcome to do so, but please note that there is no security and the building will not be locked - this is completely at your own risk.
- 3) Jill and Christi will be on-site starting at 8:00 both days. You can pick up maps and information at booth 43 and 65.
- 4) We have a security guard for overnight on Saturday! You can leave your display, cover it if you wish, please take your cashbox with you. And a disclaimer from the LRWL: we are doing due diligence and have event insurance, but the LRW is not responsible for loss or damage.
- 5) The building is all on one level, with many access doors. There will be a couple of hand trucks available, but bring your own if you have one and consider sharing it. Load in and out is very straightforward.
- 6) You are welcome to park at the curb to unload, but then move your car to a farther away part of the lot when you are done - this lets other vendors unload easily, and also will allow our customers to get prime parking.
- 7) Please be there for the whole show: do not pack up early on Sunday as that looks unprofessional and doesn't sit well with the organizers. If you have an emergency and need to leave, just let us know.
- 8) Restrooms: located in the Ithaca Bakery, and with key access from the desk at ReUse.
- 9) Wi-fi: there is wi-fi throughout, and we will give you the passwords the day of the show.
- 10) Heat: the ReUse atrium has heat now!!! But Ithaca Bakery atrium does not. We are sheltered, and it's not as cold as outside, but plan on wearing layers and warm shoes. Last year I learned that two days on cold concrete was hard on my feet - consider bringing a small carpet and toe warmers!
- 11) There will be lovely coffee available from Copper Horse Coffee in the ReUse atrium! Also food and coffee available from the Ithaca Bakery and Ithaca Coffee Company.
- 12) Anyone who is concerned about traffic reaching the ReUse atrium: we have put a lot of thought into helping increase flow this year. The first 30 customers through that end door each day will get a door prize (this will be advertised on our socials), there will be music throughout the event, the coffee is there, and our signage will be much more robust this year, with big arrows pointing to this side of the event. We ask all of the IB atrium vendors to verbally tell their customers that there is another whole

collection of vendors over by ReUse - we did this last year and it really helped. It's still a good location - and you have HEAT!

12) It helps all of us if you clean up your space after the show. Pull up the tape and make sure you have all disposed of all your trash.

12) Have fun! Be kind to your neighbors! We appreciate you all participating, and the level of professionalism you all have shown over the years. Thanks for your patience and flexibility. We anticipate a great weekend!

Extra note: last year the building manager told me two positive things: first, that he had never seen the parking lot that full, and second that we were the most organized event he has worked with. Hooray! Also, the other businesses in the building are very glad we are coming. :)