



FTLARTWALK

Village Shops @ Fort Lauderdale Artwalk - Pop-Up Guide

SIGNUP	Visit villageshops.org if you have not submitted for vendor review yet												
WHERE	MASS District Pop-Up Vendor Check-In 500 NE 9th St, Fort Lauderdale, FL 33304 (Zone D) - See the Check-In Sign / White MASS Tent Arrive here and event staff will direct you to your exact location to set-up your vendor space.												
WHEN	<p>The following 2024 FTL Artwalk Village Shops events feature Pop-Ups:</p> <table><tr><td>Jan-27 Feb-10 6pm - 11pm</td><td>Feb-24 6pm - 11pm</td><td>Mar-30 6pm - 11pm</td><td>Apr-27 6pm - 11pm</td><td>May-25 6pm - 11pm</td><td>Jun-29 6pm - 11pm</td></tr><tr><td>Jul-27 6pm - 11pm</td><td>Aug-31 6pm - 11pm</td><td>Sep-28 6pm - 11pm</td><td>Oct-26 6pm - 11pm</td><td>Nov-30 6pm - 11pm</td><td>Dec-28 6pm - 11pm</td></tr></table> <p>Mark the event(s) you are signed up & approved for in your calendar accordingly</p>	Jan-27 Feb-10 6pm - 11pm	Feb-24 6pm - 11pm	Mar-30 6pm - 11pm	Apr-27 6pm - 11pm	May-25 6pm - 11pm	Jun-29 6pm - 11pm	Jul-27 6pm - 11pm	Aug-31 6pm - 11pm	Sep-28 6pm - 11pm	Oct-26 6pm - 11pm	Nov-30 6pm - 11pm	Dec-28 6pm - 11pm
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SET-UP	<p>Day of Event - Check-in opens at 3pm and you MUST check-in by 4:30pm. At check-in you will be assigned your vendor space, drop off your supplies and promptly park your vehicle.</p> <p>Parking - There are paid private parking lots and paid city parking spaces in this area.</p> <p>For City Right-of-way Parking Spaces - View Pay By Phone app with Fort Lauderdale here</p> <p>For Asta Large Parking Lots Spaces - View the Park by App here</p> <p>It is your responsibility to pay for parking as required.</p>												
UTILITIES	<p>Bring your own 10’ x 10’ canopy tent (any color), tables, lights, and chairs. If you need suggestions on where to purchase this event gear, please contact us.</p> <p>Power drops are available for LED lighting only. Bring your own LED lights, power extension cords, and power strips. If you need additional power beyond LED lighting, contact us for options.</p>												
SALES	<p>All items being sold or displayed MUST be contained in the booth space rented. No items, solicitation, or set-up shall take place outside the purchased booth space. Prices of items must be clearly displayed along with methods of payment accepted.</p> <p>Attendance Averages: 500 sustained event attendance / ~1200-1500 throughout event duration</p>												
WEATHER	The event will not be canceled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, tables, canopies and pop-ups that are part of your apparatus must be secured to withstand the elements.												
REQUIREMENTS	<p>The exhibitor is responsible to be open for the entire event. You cannot vacate early. For further confirmation, contact a MASS District Events representative.</p> <p>Your booth must be neat, attractive and well-maintained. Keep all packaging materials out of site. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining, and removing your own booth, your food/merchandise, and removing your trash.</p>												
MEDIA	Visit media.artwalk.city for media, graphics, and content to use in your promotions												
CONTACT	FTL Artwalk Village Shops 754-800-1640 • vend@villageshops.org												

*****SAVE THIS GUIDE FOR USE ON EVENT DAY*****



MASS District Inc. | A 501(c)3 non-profit to grow the Arts in Greater FTL

817 NE 4th Avenue, Fort Lauderdale, FL 33304 • 754.800.1640 • vend@villageshops.org

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