

## Fall Market at Waverly Beach

**When: Sunday, October 17th from 10:00 - 2:00**

**Location: Waverly Beach | N8770 Fire Lane 1, Menasha, WI 54952**

**Set-up: Sunday, October 17th from 7:30 - 9:30**

### **Parking**

To load/unload, park near the banquet hall side entrance doors. All vendors must move their car to the side gravel parking lot after unloading to ensure the best parking for our guests.

### **COVID-19 Update**

We are taking COVID-19 seriously by recommending all vendors and guests to wear a mask. Sanitizer stations will be distributed throughout the venue. If anyone has any questions regarding the measures that we are taking to prevent the spread of COVID-19, please contact us.

### **Facebook**

Please be sure to share the event on Facebook and post about your business and products in the event discussion board. Thank you!

### **Invoice**

Please be sure to pay your invoice to avoid being removed from the approved vendor list. If any circumstances arise that you cannot attend the event or if you have any questions, please contact Kyle Jones as promptly as possible.

## **Set-Up/Tear Down**

**Set-up will run on 10/17 from 7:30AM to 9:30AM.** Please plan to be set-up 30 minutes before the event in order to ensure enough time for error. There is always something that does not go to plan. **The doors will not be open before 7:30 AM.** Kyle will take you to your booth that will be supplied with one chair, and table(s) (if you selected one on your application). If you have any questions during set-up, please go to the registration table located at the front door of the Waverly banquet room.

## **Marketing**

Several Facebook ads have been running since July. All vendors are encouraged to promote the event by sharing posts on Facebook and inviting their loyal customers.

## **Food**

Waverly will be offering boxed lunches. Please fill out an order form at <https://www.eclecticcandle.com/eclectic-events/fall-market-at-waverly-beach> if you would like to pre-order a lunch.

**Please do not tear-down early. Thank you!**

**If you have any questions please do not hesitate to reach out.**