



Event Logistics Information

Please thoroughly read these instructions to ensure entry into the park for the event and a successful day

On behalf of the Unity in the Community Planning Committee, I would like to personally thank you and your organization for your participation in the **30th Annual** Unity in the Community (UIC) event on August 17, 2024 at Riverfront Park in Spokane, Washington.

This event thrives from businesses, community organizations, government, higher educational institutions, a volunteer planning committee, and event sponsors; all coming together to share a strong vision of "vitality" for Spokane.

Please read carefully the details for setup and entry to the park, and be sure to share these with anyone in your organization who will participate in your vendor booth;

1. **Important Action:** if you intend to drive a vehicle into the park, it is now required that you provide proof of auto insurance prior to event day. Otherwise, you can leverage the golf carts to bring items in during setup, and out during tear down. Food Vendors: We must receive a Certificate of Insurance with auto liability by August 12th.
2. **Important Action:** Riverfront Park requires all vendors to complete their QVP, please visit [Vendor Registration Form - Unity in the Community \(wufoo.com\)](https://www.wufoo.com) to complete the simple form.
3. As a registered vendor, we will provide your organization with a 6-foot table, two chairs, and a designated 10'x10' space within the event footprint in the park.
4. Event set-up time: Saturday August 17th from 7am to 9:30am. Due to a concert the day before we will not be able to allow vendor set up on the 16th this year.
5. You may either drive a vehicle into the park with your items or use a golf cart that will be operated by a UIC volunteer to tote your items in.
 1. If you intend to drive in - entry to the park will happen at the entrance that is North of Spokane Falls Blvd on Post Street, directly across from City Hall. There will be a park employee there to greet you. You must turn on your hazard lights and drive a max of 5 mph while in the park. We will ask you to unload quickly and drive out the way you came in to park your vehicle. We must move quickly to allow for smooth setup for all vendors.
 2. If you intend to use a golf cart, the loading point will be in the Riverfront Parking Lot 1 which is at Washington and W. North River Dr. You will drive toward the basketball courts and will see volunteers who will direct you to the loading zone. You will then need to park your vehicle and walk into your vendor space. If you would like to park in this lot, you will use the Flowbird Parking app to pay.
6. As you setup, you must not stake into the ground or hammer into any of the trees. We do strongly encourage using a canopy but the 10'x10' space limitation must be strictly followed. The park requires weighing down the canopies with water or sand weight. If your canopy is not properly weighed down, the park will require you to take it down.
7. No food or beverage items can be sold or given away at non-food vendor booths. This would violate the parks agreement with UIC. Candy is fine to give out.
8. Parking is not provided as a vendor or volunteer. There are plenty of parking options downtown, please be sure to pay attention to fee requirements.

9. Tear down will begin at the conclusion of the event at 3pm. Driving into the park to get items and use of golf carts will not be possible until that time.
10. Please be patient as we work to setup and tear down. Keep in mind we have a large event and many vendors to get in and out safely.

We appreciate your organization's commitment to cultural awareness and offering yourself as an example throughout Eastern Washington. If you have any questions prior to the event, please feel free to email us nwunity@icloud.com. We look forward to working with you!

Thanks again for your support of UIC 2024.