



Here is a list of what to expect and plan for as a First Friday Participant...

### Leading up to the Event: Social Media

1. If you haven't already, please "like" & share the event Facebook page <https://www.facebook.com/BaldwinParkFirstFridayFestival> ... event promotions as well as a link to the placement location maps will also be posted there. We encourage you to share with your own followers so they can come out and visit you!
2. Please follow/ like/ etc. for more information about First Fridays as well as other event participation opportunities! **Twitter: @baldwinpkevents | Instagram: FirstFridayOrlando | Facebook page: [www.facebook.com/BaldwinParkEvents](http://www.facebook.com/BaldwinParkEvents)**
3. **Please use hashtag #BPFFF (Baldwin Park First Friday Festival) if you post or share pics of the event on your accounts. Thanks!**

### Leading up to the Event: Email Communication

1. As soon as I can confirm that I have room at an event and have received payment from you... I will confirm via email that you are officially registered for the event. Please consider this your event confirmation. You will likely not see another email from me until the week of the event.
2. Wednesday before the event, I will send an email with a link to the space placement list and map as well as a detailed list of what to do the day of the event.
3. If you have any questions leading up to the event, please don't hesitate to email me. Email tends to be the way to get the quickest response from me, my email: [Ali@ConsultBOOM.com](mailto:Ali@ConsultBOOM.com)

### Day of the Event:

1. Set-up can begin as early as 4:15pm. FT space between 5:00-5:15pm.
2. Booth spaces will be marked with small signs on the ground. Check the website for an event map to get a general idea of where your booth is located. <http://www.baldwinparkevents.com/baldwin-park-first-fridays>
3. If you are able to locate your space upon your arrival, **please text your company name to [407-443-6110](tel:407-443-6110) before you set up...this is how you will check in.**
4. If you have any trouble locating your space or aren't sure how to set up, please text 407-443-6110 with your company name and a member of the BOOM Event



Staff can will respond and try to help. Please text rather than calling, it will enable a faster response.

5. The event starts at 5:30pm, we would like everyone to be set up and ready to go by 5:15p (weather permitting).
6. This is Florida, so if it is raining or it looks like bad weather is coming in...it is completely up to each participant whether or not you choose to set up. First Friday's is an outdoor (rain or shine) event and at times weather becomes an issue. Unfortunately, registration money cannot be refunded due to weather.
7. ***Occasionally, due to construction, we may have some accessibility/parking issues.*** Please be patient and respectful to other vendors, local merchants and residents. No one likes construction, and being impatient or becoming frustrated does not help. If a specific issue persists for longer than 10 minutes, please don't hesitate to text the problem to 407-443-6110, so we can try to help get the situation resolved.
8. Parking is available along New Broad St., but please be respectful of your fellow vendors that need to unload their goods as well. Please only use the street spots to load/ unload and then move your vehicle to a parking lot. There are parking lots on both the North and South Side of New Broad St. that can be accessed from either Jake St., Prospect St. or Meeting Place. All lots offer easy walking access through to New Broad St.
9. The event is until 9:30p, we ask that vendors do not breakdown before this time. We tend to have some additional traffic around 8:30-9:30 (when restaurant patrons are done eating).
10. The numbers on the ground are there to help you locate your space. Please pick them up before setting up and keep them handy so you can give them to one of the Boom Team Members.

**Important Notes:** If you need electrical, please be sure to bring LONG extension cords, power strips and duct tape to tape down cords in traffic areas. Electrical outlets are located in most landscape areas with trees and shrubs. Most spaces have access to outlets, but some are further away than others, so please come prepared!

Lighting on New Broad Street is minimal so, please be sure that you are prepared with proper lighting in your tent or on you table under covered locations.

As always, it's your responsibility to bring everything you need for your set (see list below).



What to Bring: a general list

- Items to sell or company collateral or swag to distribute.
- Table(s) & chair(s) – covered spaces are tight, so please only 1 – 6' table permitted
- Tent (open spaces only) with weights for each leg
- Lighting (Christmas lights tend to work great in tents)
- Extension cords, Power strips, Duct tape (to tape down extensions cords in walkways)
- Something to drink (and snacks)!

Our cell phones are below... so, please “plug us in” to your phones so that you can text if you need me on the day of the event. Please be sure to identify who you are (and your company name) when texting so I can respond accordingly. Thank you & I’m looking forward to seeing/meeting each of you!

BOOM Marketing & Events

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