



Chadds Ford Days Vendor Information Sheet

Event Location and Contacts:

Chadds Ford Historical Society

1736 N. Creek Rd, PO Box 27, Chadds Ford, PA 19317

Phone: 610-388-7376 Website: www.ChaddsFordHistory.org

Sandi Johnson (Events Manager): events@chaddsfordhistory.org

Jason Greenplate (Executive Director) executivedirector@chaddsfordhistory.org

Vendor Arrival and Set-Up:

Set-up times:

Friday (Sept. 18): 10:00 am – 7:00 pm

Saturday (Sept. 19): beginning at 8:30 am

- When you arrive for set-up, A **staff member will identify your assigned space and will be available for questions.** You will check-in and be given up to 3 wristbands for you and 2 assistants to wear during the event for easy re-entry in case you need to leave the event area. **Please wear this wristband while onsite for the 2-day event.** If you lose your wristband or your team changes requiring new wristbands, please go to the Information Booth for more bands.
- To ensure a safe and efficient set-up process, the above time frames are available before the event opens to the public on Saturday. **Vehicles must be clear of the fair area by 9:30 am Saturday when vendor entrances will be closed. You will not be able to enter/exit the visitor and exhibition area by vehicle during the event. Vehicles are permitted on-site for tear down on Sunday after the fair closes and visitors are clear at 5 pm.**
- We will do our best to fulfill vendor requests on a first-come basis. Nevertheless, we must reserve the right to manage the entire space as needed and appreciate your understanding and complete cooperation. Sometimes changes must be implemented to accommodate other event activities. We have made some slight modifications from previous layouts to improve the atmosphere; this may shift spot assignments but overall will benefit the entire program. Thank you for your help!

Information & tips:

- Cars/vehicles are allowed on the field to setup during designated times only. After set-up, please park your car in the public lot, adjacent to the event area on Creek Road (follow the signs for event parking)
- Please bring supplies to stake / weigh down your tent for safety
- This is an outdoor, rain or shine event. Prepare in case of inclement weather.
- Bring sunscreen, insect repellent and other necessities you may need and wear comfortable shoes for the day
- A third-party security firm is on site to safeguard your property on Friday and Saturday evenings. Please secure your items accordingly at the end of each day.
- Crafters/Artisans/Merchants: Electricity is not provided or guaranteed at your space; please bring backup batteries for cell phones, laptops and other electronic devices that you may need for the event
- Food/Beverage Vendors: Power will be provided as agreed in your contract
- WiFi is available on the field for use in credit card purchases or other internet requirements
- Connect with us on social media while at the event! Tag us on Facebook: [@www.chaddsfordhistory.org](https://www.facebook.com/www.chaddsfordhistory.org)
- First aid is available at the EMT tent near the entrance
- Food and drink are available for purchase and portable restrooms are available within the event area
- If you have concerns, questions or need assistance during the event, please go to the Information Booth.
- Beware of cannon and musket fire-check the event schedule for firing times at www.chaddsforddays.com

Chadds Ford Days Hours:

Saturday (September 19) 10:00 am – 5:00 pm

Sunday (September 20) 10:00 am – 5:00 pm