



2016 CAFE UNLOADING AND LOADING

Instructions

Important Notice Please Read Carefully

No vehicles will be allowed to drive into the facility. All unloading and loading activities will be at the RiverCentre Eagle Street dock area. Available dock bays or Ramp areas will be assigned to each cafe group for up to 30 minutes. Two vehicles from different cafe groups may occupy the same dock bay at one time. It is strongly recommended that you provide your own handcarts to move your supplies to and from the dock to your cafe booth in the allotted 30-minute time slots.

See attached form for selecting unloading and loading times. We cannot guarantee you will receive your requested time(s). Available dock times are:

- Unloading, Wednesday, May 4th 3:00 - 9:00 p.m. (½ hour increments)
- Loading, Sunday, May 8th, 6:30 – 8:30 p.m. (½ hour increments)

Do not use the 5th street ramp. To access the RiverCentre docks you must take Eagle St. east. Once you enter the dock area you will need to back your vehicle into the designated bay or ramp indicated by Festival Staff. When you are ready to leave, pull your vehicle out to the one-way lane and exit onto Exchange St. going west.

On the attached form please choose desired times for each vehicle. Attempts will be made to schedule access during desired times but it is not guaranteed. One *In* and *Out* pass will be issued for each vehicle for the time slot assigned. Each pass is good for a maximum of 30 minutes of unloading, after which time you must remove the vehicle from the dock area. No vehicles will be allowed to park or use dock bays without a pass. Passes must be displayed face up and visible on the driver's side dashboard, inside windshield and include the driver's name and their contact phone number.

Assigned times must be strictly adhered to in order to facilitate all groups. Vehicles arriving early will be required to wait until scheduled time, unless openings occur. If you miss your designated time please see Tom Wiatros. You will be required to wait until an opening occurs in dock schedule.

The 2016 Café Unloading and Loading form must be returned by JANUARY 15, 2016.

