

Dear Vendors:

Set-up for the Mistletoe Mart will begin on Thursday, November 10th from 6-8 pm and Friday November 11th at 7 am.

For your convenience during the unloading process, you will be able to park along the North Main Street side or Fourth Street side of building. There will be a few wagons available to help you carry your merchandise from your vehicles into the building, where staff will direct you to your table(s). You are encouraged to bring personal dollies for your larger items/containers. (note: The Fourth Street entrance has easier access to our elevator.)

Once you have your merchandise inside the building, it will be necessary to move your vehicles to either the parking ramp on the corner of Spring Street and Fourth Street (recommended) or there are 2 hour meters on Fifth Street beginning at the corner of North Main Street and Fifth Street and going east on Fifth Street. There are also 2 hour meters on the corner of Washington Street and Third Street next to the ice rink. Meters do not need to be fed until 9 a.m. or after 5 p.m. Please do **not** park in the parking lot adjacent to the YWCA on Friday. The lot is permit only and used by downtown employees. *We encourage all vendors to leave the meter spaces along Fourth and Main Streets available for customers during event hours.*

On Saturday, November 12th, parking is free all day and you can park wherever you like.

If you have any questions, please feel free to call us at (716) 488-2237. We are looking forward to seeing you all at this year's Mistletoe Mart.

Sincerely,

Marisa Lines
PR/Marketing Director
YWCA Jamestown

eliminating racism
empowering women **ywca**