



SATURDAY  
APRIL 14<sup>TH</sup>  
11AM-6PM

April 4, 2018

Dear FLX MAKER FEST Participant:

Our second **FLX MAKER FEST Event** is less than two weeks away! We are thrilled that you are on board! ***Some details to make things go smoothly:***

**SET UP:** Saturday, April 14<sup>th</sup> starting at 8am through 10:45am, unless special arrangements have been previously discussed.

**TEAR DOWN:** By 8pm the day of the Maker Fest, unless special arrangements have been previously discussed.

**EVENT SCHEDULE:** Saturday, April 14<sup>th</sup>, 11am-6pm

**LOCATION:** Phelps Library and Phelps Community Center, 8 Banta Street, Phelps, NY 14532

**AUCTION ITEMS:** If you would like to donate any items to our Library auction, please send a brief description of the Maker and the item(s), along with the suggested value, to [flxmakerfest@gmail.com](mailto:flxmakerfest@gmail.com) by Friday, April 13<sup>th</sup>, so that signage may be made prior to the event. All auction items may be delivered directly to the event during event set up. Thank you so much for your generosity!

**ELECTRIC:** If you requested electric, please bring any power strips needed. We have some power strips and extension cords on hand just in case, but not enough for everyone.

**FOOD AND DRINK:** There will be concessions available for purchase inside the building, provided by the Phelps Community Center.

**REMINDERS:** Licenses/Permits: If you are intending to sell merchandise, please have your valid NYS Certificate of Authority to Collect Sales and Use Tax displayed at your table.

**SECURITY:** We will have the Ontario County Police offices inside the building, however, this in no way implies responsibility on the part of the Phelps Library or the Phelps Community Center for lost or stolen items.

**UNLOADING:** Unloading will take place at the area indicated in the rear parking lot off of Banta Street. We have carts that may be used to transport your materials and equipment.

You will be directed your booth upon arrival. We will have a minimum of a 10 x 10 space ready for you with one table and two chairs, unless larger arrangements were previously requested. We will have trash bins stationed around the event floor.

**PARKING:** Maker parking will be in the rear parking lot off of Banta Street (past the building, 3<sup>rd</sup> driveway).

***We are grateful for your participation and look forward to an enjoyable afternoon!***

*~ FLX MAKER FEST STAFF AND VOLUNTEERS*

Questions? Please reach out to Leah Hamilton at [flxmakerfest@gmail.com](mailto:flxmakerfest@gmail.com) or call 315-548-3120 prior to April 14<sup>th</sup>. On April 14<sup>th</sup>, please contact Leah on her cell at 315-462-2051.