



- There will be ice skating, a large seating area and the community stage located in this lot as well, which will significantly increase foot traffic. *Map not to scale*
- Those in booth numbers 1-20 and 38-50 should be placed along the outer edge of the parking lot, along or in line with the curb.
- Those in booth numbers 21-37 should be placed along the edge of the parking space lines, facing toward the outside.
- Please note the Orange Arrows denote the direction your tents should face.

- Many are able to drop their gear/equipment off on Friday night if desired. Please note Police will be around, but not constantly covering this lot so this is up to your discretion. ****If you are in booths 29-50 you will not be able to set up your gear until Saturday**** In these booth numbers you can drop off your gear but please place it to the outside of the lot to allow other vendors/contractors access.
- The load in on Saturday should go as follows:
 - **Booths 1-20:** Arrive between 8:30-9:15 AM. You should be able to pull up to your booth at this time, but no guarantees based on other vehicular traffic. **Be unloaded and out of the lot by 9:15 AM as other vendors will be reliant upon your timely exit.**
 - **Booths 21-37:** Arrive between 9:15-10:00 AM. You should be able to pull up to your booth at this time, but no guarantees based on other vehicular traffic. **Be unloaded and out of the lot by 10:00 AM as other vendors will be reliant upon your timely exit.**
 - **Booths 38-50:** Arrive at 10:00 AM or after. The intention is to have little to no vehicular traffic after this point so that you can set up your booths freely. If by chance there are still vehicles in the lot, please be prepared to shift to allow them to exit. Our team will work to get them out ASAP.
- Once you finish unloading you can park anywhere that is available on the street, in the parking garage at 206 Crockett St., or in the big vacant lot just East of City Hall.
- **IMPORTANT POWER INFORMATION: As a reminder you will all have access to one standard 110V plug per tent. Please bring an extra extension cord and/or power strip just in case. The generator cannot handle food related equipment (heaters, fridge, warmers, etc) or other gear that may have a high power draw, so please have a plan to deal with that if you need it. It will be a colder day, but be aware the generator also cannot handle heaters being plugged in.**
 - **If you have questions regarding power, the City of Roanoke does not handle this. Please call Todd Horchner at (817) 715-1416 with any power issues.**
- Please use the following link if you have any questions. It contains the parking map, the event map and the map key. <https://www.roanoketexas.com/440/Hometown-Holiday-Vendor-Information>
- If you have any additional questions you can reach out to me at cknight@roanoketexas.com or call me at 817-905-5465.

