

# Craft Fair Set-Up Instructions

Dear Vendors,

We are excited to have you participate in our upcoming Craft Fair! Please find below the set-up instructions to ensure a smooth process.

## Set-Up Date and Time

All vendors must arrive on **[Date]** between **[Start Time]** and **[End Time]**.

## Booth Assignment

Your assigned booth number is: **[Booth Number]**. Please refer to the attached map for location details.

## Set-Up Guidelines

- Please bring all necessary items for your booth including tables, chairs, and displays.
- Work quietly and respectfully to ensure all vendors can set up their booths in a timely manner.
- All displays must remain within the designated booth area.

## Parking

Parking is available at **[Parking Location]**. Please ensure you do not park in designated vendor areas during set-up.

## Contact Information

If you have any questions, please reach out to us at **[Email Address]** or call **[Phone Number]**.

Thank you for your cooperation and we look forward to seeing you at the fair!

Sincerely,

**[Your Name]**  
**[Your Title]**  
**[Organization Name]**