

## Ferndale Pride 2024 volunteer instructions

**What:** Logistics (assisting vendors in finding their locations)

**When:** 9 a.m. to noon

**Where:** West Nine Mile Road

- You will be assigned to one of the areas (A through W).
- Vendors, who mostly will be driving in vehicles, will have a card with their space number (Example: D2) on it.
- If the vendor's space number is in a different area than yours, point them toward that area.
- If the vendor's space number is in your area, direct them to their spot.
- Vendor spots will be marked with a chalk outline and the vendor number.
- Tell the vendor to park very close to their spot – without blocking traffic – and to unload quickly and then remove their car.
- Ask the vendor if they want help unloading. If so, help unload. (Listen to the vendor's instructions – some of them have fragile merchandise.) Only help unload; don't assist with setting up the booth. We have you offering to help unload because we need them to remove their vehicle as quickly as possible.)
- **Important: Make sure vendors set up correctly. The back of each vendor spot is 4 feet from the curb. This is to allow for a rain gutter, which will fill quickly, in the event of inclement weather.**
- **TWO EXITS FOR VENDORS AFTER UNLOADING**
  - **Vendors between Woodward Avenue and Allen Street must exit at Allen Street.**
  - **Vendors between Allen Street and Livernois Street must exit at Farmdale Street.**
- Suggest that vendors park their vehicles on the top level of the DOT parking structure, 221 W. Troy St., at the corner of West Troy Street and Allen Street. This is a pay parking lot, and parking is on a first-come, first-served basis.
  - From the Allen Street festival exit, the parking structure will be on the left immediately as they exit the festival area.
  - From the Farmdale Street festival exit, turn left onto West Troy Street, go down to the end of street, turn left onto Allen Street and then turn right (in front of the parking structure).
- Once you are done assisting a vendor, help the next one.
- Make sure to keep traffic flowing. Don't allow vendors to park in a way that blocks the flow of traffic.

**Questions? Need help?**

**Shawn Starkey**

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