

Thank you for your support of the new ONE STOP SHOP SALE event taking place on Sunday, from 9:30 a.m.-1:30 p.m. in the Port St. Lucie Civic Center Parking Garage. We are excited to offer this event not only this date but every 4<sup>th</sup> Sunday of the month. Your participation will be instrumental in the success of the event.

Below are event specifics for your information:

- On Sunday, please look for staff outside the parking garage from **8:00-9:30 am** to check-in and be provided an assigned space for you to begin your set-up. All cooking food vendors will be grouped together outside the grass area of the parking garage. All other vendors will be inside the parking garage.
- **Set-up begins after 8 a.m. – no earlier, please! There will not be staff outside in the parking garage until 8:00 a.m.** Please note that there is plenty of space to pull/back-in and unload your items. **Items may not be sold out of your vehicle -** pull right up to your space to unload. **All booths/displays must be set-up and ready to go by 9:30 a.m.**
- **Parking spots will be assigned on a first come first served basis.**
- **As soon as you unload and no later than 9:15 a.m.,** please park your vehicle/trailer in the parking spaces located around Village Square or on the second floor of the parking garage. Please **do not** leave your vehicle/trailer parked in the spot where you unloaded.
- You are responsible for setting-up, breaking down for your area.
- **You may bring your own tables and chairs or tables and chairs are available for rent.**
- **Please begin booth/display breakdown no earlier than 1:30 p.m. DO NOT DRIVE YOUR CARS INTO THE AREA FROM 9:30 a.m. through 1:30 p.m!**
- Please help us keep the parking garage and grass food area clean before, during and upon completion of the event/your departure. Dispose of garbage, breakdown cardboard boxes and for any booth/display that uses grease and/or oil, please have a pan under the item/trailer for collection. Vendors are responsible for any damages incurred and/or clean up associated with your assigned booth/display area.
- The event is held on every fourth Sunday
- Should you have friends wishing to participate, it is never too late! They are welcome to attend this fun event. It is \$12.50 for a spot!
- You may bring your applications and check the morning of the event as there are no late fees incurred.

You are a valued vendor in helping us create a sense of community and we look forward to working with you at this event. In the meantime, should you have any questions, please do not hesitate to call the Recreation Desk at (772) 807-4499.

Thank you so much and see you on Sunday!  
Sincerely,

Jennifer Romberger



Port St. Lucie  
**Civic Center**  
*Where the Research Coast Meets*