SUNDAY - NOVEMBER 22, 2026

ZENDAY FAIR

Vendor Load-In Guide

Fiesta Gardens | Lady Bird Lake | Austin, TX

Welcome, and thank you for being part of Zenday Fair. This guide covers everything you need for a smooth load-in, a great day, and an easy load-out. Please read it before event day.

10AM-12PM	12-4PM	4-8PM	8-10PM
VENDOR LOAD-IN	B2B SESSION	B2C SESSION	LOAD-OUT

1 EVENT DAY TIMELINE

10:00 AM	**Vendor load-in opens**	Check in at the Fiesta Gardens entrance
12:00 PM	**Booths fully set up**	B2B session runs 12-4pm
4:00 PM	**B2C session begins**	B2C session runs 4-8pm
8:00 PM	**Event ends, load-out opens**	Load-out runs 8-10pm
10:00 PM	**Venue cleared**	Space left clean, trash taken with you

ACTION NEEDED BY SUNDAY, NOVEMBER 15

One week before the event, please tell us (1) if you do **not** need a table, cover, or chairs, and (2) if you need **electricity** at an outdoor booth. This helps us plan rentals and power drops. Reply to **zendaylife@gmail.com**.

2 CHECK-IN

WHERE

- Check in at the **entrance to Fiesta Gardens**.
- Have your name, brand name, and booth number ready.

WRISTBANDS

- Each booth receives **4 staff wristbands**.
- Please wear them at all times during the event.

3 UNLOADING AND PARKING

UNLOADING

- **No cars are permitted inside the gates** of Fiesta Gardens.
- The unloading zone is at the **entrance**.
- **20-minute** unloading limit, then please move your vehicle.
- Bring a hand truck, dolly, or wagon.

PARKING

- Vendor parking is **free**.
- Park on the surrounding streets and in the park area wherever free spots are available.
- Allow extra time to walk your gear in from the entrance.

4 YOUR BOOTH SPACE

Booth sizes: **6 ft, 8 ft, 10x10, 10x15, or 10x20**.

INDOOR | 6 FT BOOTHS

- Concrete flooring
- Air conditioning
- Electricity available
- Restrooms inside the building

OUTDOOR | 8 FT, 10x10, 10x15, 10x20

- On the grass/lawn or a concrete area, based on your assignment
- Electricity available **if requested**
- **Tents are allowed.** Provide your own tent **and weights**

TABLES, COVERS, AND CHAIRS

We will provide a table, cover, and chairs for your booth, or you are welcome to bring your own. **If you do not need them, email zendaylife@gmail.com by November 15.**

5 POWER AND WI-FI

POWER

- Bring your own **extension cords** to pull from the power source dropped at your area.
- Outdoor-rated cords are recommended for outdoor booths.

WI-FI

- Complimentary Wi-Fi via **Starlink** for all vendors.
- **Please do not share the login** with others.

6 BOOTH GUIDELINES

FOOD AND BEVERAGE

- Proper **food and health permits are required**.
- Please have them ready to show at check-in.

SAMPLES AND CLAIMS

- Product samples are welcome.
- Claims about your products are made at your own discretion. Please follow all applicable laws.

MUSIC AND SOUND

- Please **do not play music** at your booth unless it is kept very low.
- Live bands and DJs will be performing all day.

TICKETS FOR YOUR CLIENTS

- Each vendor gets **4 tickets** to give away for the **B2B session (12-4pm)**.
- You and guests are also welcome at the **B2C session (4-8pm)**.

7 WEATHER

- The event runs **rain or shine**.
- In the event of a storm or act of God, the event will be **rescheduled**.
- Bring tent weights and plan for sun, wind, or light rain.

8 RESTROOMS, WATER, AND TRASH

RESTROOMS

- Located **inside the building**.

WATER

- Complimentary at the **main bar inside the building**.

TRASH

- Please **take your trash with you** and leave your space clean.

9 LOAD-OUT

- Load-out is **8-10pm**. Please do not break down before 8pm.
- No cars inside the gates: use your dolly or cart to bring items to the unloading zone at the entrance (20-minute limit applies).
- Remove all materials, signage, and trash from your space.

10 VENDOR CHECKLIST

- [ ] Tent and weights (outdoor booths)
- [ ] Table, cover, and chairs (if not using ours)
- [ ] Extension cords and power strips
- [ ] Hand truck, dolly, or wagon
- [ ] Product, inventory, and price list
- [ ] Signage and displays
- [ ] Food and health permits (F&B; vendors)
- [ ] Zip ties, tape, scissors, small toolkit
- [ ] Trash bags and cleaning supplies
- [ ] Sunscreen, hat, and layers

11 ISSUES AND EMERGENCIES

Report any issue **immediately** to the vendor coordinator, the event coordinator, or the manager at the **front registration area**.

VENDOR COORDINATOR
Justin Stearman
PHONE / DAY-OF EMERGENCY LINE
657.342.9944
EMAIL
zendaylife@gmail.com