

Long Island Food Council Exhibitor Instructions

Summer Celebration on the Rooftop

Tuesday, July 9, 2024

(Rain date, Wednesday, July 10, 2024

Event Time: 5:30-8:00pm

60 Crossways Park Drive West (Arizona Plaza)

Woodbury, NY

The following guidelines must be strictly adhered to ensure the safety of the participants and the building. This is an active office building, and we must comply with their guidelines. Thank you in advance for your cooperation.

All Vendors may arrive starting at 3:30pm:

- 1. Upon arrival, vendor check-in will be found in the 1st floor front lobby. An attendant will provide a welcome packet with badges, parking instructions, and you will be directed to the truck tunnel.**
- 2. An attendant will be assigned to manage the truck tunnel dock for loading and unloading. Once you as the vendor are unloaded, you must move your vehicle to the parking area outside immediately. There can be no idling or blockage of this area. This is an active tunnel. THERE IS NO PARKING IN THE DOCK AREA!**
- 3. Vendors MUST come equipped with their own flatbed cart/hand truck to move their equipment as well as have ample assistance in moving their own gear to the freight elevator and onto the roof. Arizona Beverage and the LIFC are NOT responsible for providing staff assistance or carts.**

All vendors must be completely set up one-hour prior (4:30pm) and remain until the close of the event at 8:00pm. All vendors are responsible for cleaning their area and disposing of garbage.

Vendor Roof set up:

A designated table space will be labeled with a number identifying the vendor. If you have requested electricity, tablecloth, or ice, this will be noted on the table number as well. If you require any of these items, you must notify LIFC in writing on the vendor application provided.

LIFC will provide the following:

1. 6 x 6 table (no chairs are provided)
2. Tablecloth if requested
3. Trash cans are located around the roof for guests. If you require an individual pail, you must bring your own.
4. Ice if requested to the LIFC. Ice can be obtained from the rooftop freezer.
5. Electricity if requested. Note: You must bring your OWN extension cords. None will be provided on site.
6. Wait staff will be available to assist.
7. All vendors are responsible for providing the following:
 - Disposable beverage containers, plates, napkins, utensils, etc.
 - Garbage bags
 - Sternos for warming food
 - Coolers

**This LIFC event will be held in accordance with all applicable laws and regulations, including state, local, and CDC guidelines, to protect the health and welfare of our staff and guests.

If you have any questions, please contact elise@longislandfoodcouncil.com. We are looking forward to seeing you and having a fun successful event.