



March 2, 2009

Kirkland Wednesday Market Special Event Proposal Check List

Revised Parking / Load in –Load out

Note: Event coordinator (EC) = Kirkland Wednesday Market management team. At present time the team includes me, Jodi Bardinelli and an assistant, TBD.

- Day of event, No Parking signs placed strategically at 8AM.
- 60-70 cars/trucks max. expected over the course of 2 to 3 hours.
- Vendors will be greeted by traffic volunteer (TV) at point of entry. There will only be one point of entry, Central Way and Market, any vendors entering from other points will be redirected to proper point of entry.
- There will be no "holding" within the Marina Parking lot. There is a possibility of some "holding" in the Aux lot, TBD by TV's at the time.
- TV's will be posted strategically after point of entry to direct vendors to load off spots along the sidewalk behind the trellis (west) and at the sidewalk intersection (east) along the curb.
- Vendors will have pre- assigned stall assignments, point of load off will be determined by stall #.
- Hand carts will be provided by the KWM to assist in transport of the goods to the assigned stall #. Vendors will then proceed to assigned parking or their own choice of paid parking at various points around downtown.
- Vendors with assigned parking will be provided with a dashboard sign to indicate association with the KWM.

- The KWM will accept the offer of the 32 parking spots offered by the City. (Heritage Park, Lake Ave W., 1st st. and the Aux lot) With the expectation that the market will meet and exceed its goals, **the KWM respectfully requests at least 12 more spots**. This would put us at just under 75% of the total that the downtown core will need to absorb per market day. We are meeting the challenge ½ way by contacting local landlords for paid spots should the vendors choose to rent their own space independent of the provided spaces. (We have opted not to go “first come, first served” out of fairness due to the distance some of the vendors travel.)
- The KWM will provide information and education to the vendors by several means:
 - A vendor meeting on March 21, 2009 with visuals.
 - The parking /load off plan on paper and available by email sent to each vendor with their letter of acceptance.
 - A guarantee by the EC that we will have one on one contact with each and every vendor regarding parking prior to opening day, May 6.
 - The EC will visit every shop owner facing the lot prior to opening day.