Author & Vendor Set-Up Instructions

Thank you all for participating in the 2026 Mahoning Valley Book Bazaar. We are excited to have you as part of this event!

In order to ensure an orderly set-up, we ask that you strictly adhere to these instructions. If a situation arises that falls outside the scope of these instructions, please text Delaney at 614-209-6233 or Craig at 720-951-1643, or find a FOUNDER who will be able to assist you. The Founders will have special lanyards with IDs.

WHAT~WHERE~WHEN:

- Venue: Holiday Inn, 7410 South Ave, Youngstown, OH
- Load-In: The south entrance directly across from Olive Garden. Look for the signage. Please do not enter through the main lobby.
- Set-Up Hours:
    - **November 6th** 6:00PM to 8:00PM
    - **November 7th** 7:00AM to 8:45AM
    - Late load-in and set-up is strongly discouraged and allowed solely at the discretion of the Founders. Please plan accordingly.

1ST THING:

- Before bringing in product, please check at the MVBB main desk/ticket sales. You will be issued an author/vendor wristband for you and your party and given additional instructions.

LAST THING:

- Do **not** begin to tear down before 5:00PM. Our attendees deserve a full show even if they show up at 4:45. If a situation arises where you need to leave early, please contact one of the founders.

PLEASE NOTE:

- Volunteers may be available to assist you with set-up and tear down on **SATURDAY ONLY**. They are not responsible for any damage so please use them accordingly.
- For those loading in on Friday, November 6th, you will be responsible for loading in your own items. We will not have volunteers to assist you. We are not responsible for unattended items. While the room will be locked and secured overnight, do **NOT** leave cash or valuables at your booth.
- Volunteers may also be available during show hours to watch your table and run small (reasonable) tasks during the show. Volunteers will not handle transactions, money or high-priced items.
- You may bring extra parties to assist you with your set-up or tear-down, but all staff members staying or entering during event hours must have a general admission ticket.
- Aisles must be clear at all times and power cords should be taped down when possible. Tables and displays must be neat and tidy and appropriate for the venue. Please do not infringe on other displays or tables.
- Remember that:
    - Each Vendor Table Includes:
        - One 8-foot table
        - White table cloth
        - Two chairs
        - Two general admission tickets
    - Each Author Table Includes:
        - One 4-foot section of a shared 8-foot table
        - White table cloth
        - One chair
        - One general admission ticket
        - Author tables may or may not have room behind it for stands, signage or displays. Please plan accordingly.

Please remember to review the policies linked at the bottom of this email as well as at the bottom of our website for any additional information regarding your responsibilities as a vendor.

Thank you all! We hope you have a successful show!