

Hello Yard Sale Vendors,

Here are the details for a successful set up at the yard sale on Saturday, April 27, 8:30am - 1pm. Check-in go quickly if everyone reads and follows these instructions. Please also share this information with anyone coming to help you so they know what to expect.

If you find your plans have changed and need to cancel, please let me know.

**NEW Location:** in the parking lot at the Halley Rise complex (near where Wegmans will be). Use this address to get to the check area: [12030 Sunrise Valley Drive](#) and follow **VENDOR CHECK-IN** signs. If you do not follow these instructions, you will be in the wrong place.

- Notes:
- From Reston Parkway turn onto Sunrise Valley, then turn Right at **2nd light** onto Edmund Halley Drive, then follow **Vendor Check-In** signs.
  - A different address and signs will be used for shoppers to attend.
  - Signage will be placed at the original location announcing the new location

Check-in:

- Will be from 6:30am – 8am
- Follow "Vendor Check-In" signs
- Print your LAST name in LARGE letters on a piece of paper and place it on the dashboard on the driver's side so I can see it when you pull in
- You will check-in with me and be given your space number at that time
- Staff/Volunteers will be wearing traffic vests and will direct you to your space
- Your car must be unloaded and out of the sales area by 8:15am
- No cars will be permitted to drive into the sales area after 8:15am or before 1:00pm

Spaces/unloading:

- Two parking spaces per vendor (unless directed by staff)
- Do not pull into the parking space
- Pull your car as close to your assigned space as possible to unload
- **Leave room for other cars to get passed you.** (see photo included in this document)
- Unload your car quickly, move it to the parking area, then come back and set up
- DO NOT SET UP AS YOU ARE UNLOADING. I cannot stress this enough

In order for you to have space next to someone you know:

- Let me know, in advance, if you want to be next to someone specific

More than one car to unload:

- Follow each other into the parking lot...one behind the other
- When you check-in with me, let me know that the car behind you is with you
- Unload one car then move it leaving one person to unload the 2<sup>nd</sup> car

Parking for Vendors: (see map included in this document)

- Park in Vendor Parking
- After unloading, drive straight out the exit. You should not be making any u-turns *unless directed by staff*
- Drive back up the hill and around the building (the same way you arrive to Check-In)
- After the sale, you will bring your car back to your space coming in from the same entrance where you checked in with me, so all the cars are going one way
- Be sure to get close to your space again so cars can get passed you

#### Restrooms:

- 2 portable restrooms will be on site
- Reston Association's lobby will be open after 8:30am

#### Suggested Items to Bring:

- \*Tables/chairs or whatever you need to set up your space and display your things
- \*Tent/umbrella (must be secured with gallon jugs of water/bricks/or the like)
- Something to keep money in (Fanny pack, apron with pockets or something attached to you)
- Small bills/change
- Shopping bags for your shoppers
- Sunscreen
- Trash bags for your trash

\*I have a limited amount of tents (\$35), tables (\$12), chairs (\$8) you can rent from me that will be set up in your space when you arrive. Contact me if interested: [Ashleigh@reston.org](mailto:Ashleigh@reston.org).

#### Food:

- Pizza, popcorn, cotton candy, coffee, water/sodas will be for sale at the concession tent
- Volunteers will also bring concessions around the sales area so keep an eye out for them if you get hungry or thirsty
- YOU MAY NOT SELL ANY FOOD OR BEVERAGES

#### Donation Truck:

- Onsite from Noon – 1:30pm (or until the truck fills up)
- Will be located near Vendor Check-in (where you will check-in with me)
- Tax receipts will be provided
- Items must be boxed or bagged (no loose items)
- DO NOT leave items next to the truck. Hand the driver your bagged/boxed item as they do not accept all items
- If it rains on Saturday, they are unable to come on Sunday

#### Early Birds:

- I make every attempt to keep 'early bird' shoppers out that arrive before 8:30am
- Staff & police will be at the entrances
- Volunteers will be stationed at key entry points
- I ask that you do not shop at other vendor's spaces until after 8:30am. Surveys taken from vendors of past sales have expressed this has been an issue
- Keep an eye on your items at all times should early birds slip in
- Do not sell to early birds should they slip in
- Alert staff of any early birds and we will move them out until 8:30am

#### Weather/Rain Plan:

- I will make the decision if postponing at 4:30am *the morning of the event* (not before)
- Call my my voicemail *after 4:30am* the morning of the event at 703-435-6577 for any updates
- If postponed until the rain date (Sunday), but then it rains on Sunday, we will cancel and you will receive a refund
- I will be watching the weather closely, so please understand that, in the interest of time, individual questions about rain in the forecast will need to go unanswered as this ^^ is the plan

#### Theft:

- Unfortunately, there have been reports of theft from vendors at previous sales
- I recommend a fanny pack for your money instead of a money box sitting on a table
- I suggest not accept anything larger than a \$20 bill
- Keep an eye on your items, especially if groups of people approach at the same time

#### Trash:

- **PLEASE, do not leave any of your trash/empty boxes/unsold items, etc.** for me to clean up. I do not have the staff or equipment to haul trash away
- Bring trash bags and plan to take your trash out with you
- There are two dumpsters onsite **but, they are not for our use. DO NOT PUT ITEMS IN IT/NEAR IT..PLEASE.** The property owner will be starting construction following this event and has asked we not use it
- Thank you so much in advance! I have looked into having a dumpster, but it is too expensive

#### Selling Plants:

Okay, but cannot be one of the 8 species that have been banned from being planted in Reston.

Plants that shall not be sold are:

- Flowering Pear Trees
- Exotic Bamboos
- Winged Burning Bush
- Oriental Bittersweet
- Chinese and Japanese Wisteria
- Bush Honeysuckles
- Japanese Barberry
- English Ivy

#### Emergency/Need me? Options are:

- Go to the Concession Stand. Staff will be working there and can reach me
- Find a Police Officer that will be onsite. They can reach me
- Call 911 in an Emergency, then contact staff at the concession stand

#### Alone at the sale:

- For those that will be working the yard sale alone, let me know if you would like staff/volunteer to stop by your booth to offer you a restroom break

#### After the sale:

- Pull your car in through the same entrance you came in in the morning (vendor check-in) so traffic is going one way (see map included in this document)
- Get close to your space so cars can get passed you
- No cars will be permitted back into the sales area until 1:00pm or until deemed safe
- Take all of your trash/empty boxes with you

#### Surveys:

- I will send each of you a survey following the event
- For those that return each year, please know that I do read the results from the survey and while some of your suggestions are great, logistically not all are able to be implemented
- If you have specific suggestions you would like to discuss with me, please let me know

I think that is it 

- See photos included in this document
- Let me know if you have any questions
- Let's hope for a sunny day!



Reston Town Center

Toll Road (267)

Vendor Entrance

Edmund Halley Drive

12030 Sunrise Valley Drive

Shopper Parking Garage

Shopper Entrance

Sunrise Valley Drive

Vendor Parking Yard Sale Area

Vendor Check-In

Additional Parking

Fulton Drive

Wegmans

Hopper Street

Reston Parkway

Sunrise Valley Drive

Reston Association

12001 Sunrise Valley Dr



Vendor entrance



**YOU/VENDORS  
ENTER HERE**  
Edmond Halley Dr

**YARD  
SALE**

**VENDOR  
CHECK-IN  
HERE**

**WEGMANS**

Gold's Gy

Perio Implant Center

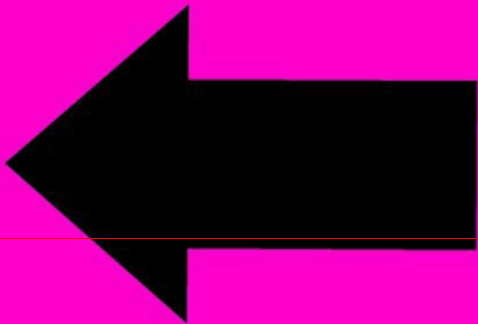
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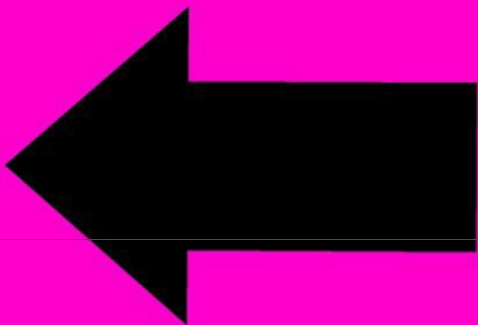
**RESTON ASSOCIATION**

Follow THESE Yard Sale Vendor Check-In signs. There will be other yard sale signs out, but follow the ones that say Vendor Check-In:

**YARD SALE  
VENDOR  
CHECK-IN**



**YARD SALE  
VENDOR  
CHECK-IN**



**Pull as close to your space as possible leaving room for cars to pass you (see photo):**



**Reston Association  
2024 Yard Sale Layout**

Edmund Halley Drive



Edmund Halley Dr.

**Vendor Entrance HERE**

Sunrise Valley Drive

12030 Sunrise Valley Drive

Parking Garage  
for shoppers



Check In



**Concession Booth:**  
Pizza, Popcorn,  
Cotton Candy, Candy,  
Sodas, Water

Reston Parkway

Wegmans

RESTON ASSOCIATION  
(ACROSS THE STREET)

**Vendor  
Parking**

**Yard Sale  
Area**

**Vendor  
Parking**

Donation  
Truck

Coffee Truck



Kona Ice

