

## SAN JOSE LUNAIRE 2026

# LOAD-IN INSTRUCTIONS

Below are your load-in instructions for **Tuesday, February 10th** at Westfield Valley Fair.

**Load-in Time:** from 7:15AM (refer to your specific load-in time in the chart below)

**The FDV team is checking everyone in between 7:15 AM and 9:00 AM, you may not arrive any later to set up.** Westfield has requested all load-in be completed by opening hours (10:00AM) - please be mindful of keeping a small footprint once the mall is open.

### LOAD IN SCHEDULE:

Date	Florist	Load in Time
February 10	Dragonfly floristic	7:15 AM
February 10	Bloomlin	7:15 AM
February 10	Bloomsters	7:15 AM
February 10	LLB Florals	7:30 AM
February 10	Traveling Stem	7:30 AM
February 10	Noovo	7:30 AM
February 10	Flybunker	8:00 AM
February 10	Obsessed with Flowers	8:00 AM
February 10	Garden Party	8:00 AM
February 10	Dubon	8:30 AM
February 10	Thuy.Florista - Bloomingdales	8:30 AM
February 10	Crazy Flowers	8:30 AM
February 10	Floral Design Studio	9:00 AM
February 10	Project Fleur	9:00 AM
February 10	Village No.7	9:00 AM
February 10	MME - Rosewood Hotel	7:15 AM

**Finish Time:** Build out must be finished by 5:00PM on the same day. This is a hard stop deadline, your space must be cleared & cleaned by this time.

*\*\*\*There will be a florist reception held immediately after at 5:30pm the same day. More RSVP details to come.\*\*\**

**Your Installation location – refer to SITEMAP attached.**

**LOADING DOCK:** There is an underground loading dock below Stevens Creek where you will be able to unload (see attached photo map).

**PARKING:** Once you have unloaded - please clear the loading bay immediately and park your vehicle in any of the garages, Westfield will provide parking validation. Please find an FDV member to claim.

**Water sources:** There is a water source located in the Plaza area near Eatly/Apple - for dirty water there is a mop sink located on Level 1 behind Rag & bone.

**Supplies:** You MUST bring your own supplies. This includes ladder, tarps, step stool, towels, buckets, tools, trash bags/bins, etc. Anything YOU will need to create your installation.

**Trolly/Wagon:** Please bring your own trolley or wagon to transport your products/materials into the shops. We do not have any onsite to loan out. You must be self-sufficient.

**Mannequin Box:** Please keep your mannequin box safe. You MUST bring the same mannequin box to strike on Tuesday, February 17th, as it will be shipped directly to the next florist at our next show. Ensure all packaging, specifically the bubble covers for the head and hands are placed back on the mannequin as you received.

**Protect the floors:** Ensure your work area is tidy and protect the floors; there will be people in the shops while you set up. Remember NO floral debris, dyed or sprayed product on the floors (this can stain!).

**Garbage disposal:** Three compactors available in the loading dock (cardboard, compost, landfill). Please be conscious and separate out the wire/metal for recycling if possible, and ensure they go into the correct bins.

**Attire:** Please ensure your attire remains professional, as you are representing both yourself and FDV. We recommend wearing black clothing, or, if available, branded t-shirts or aprons for a polished look.



## **IF YOU NEED HELP**

If you are having any trouble getting into the loading dock, please contact:

**Colleen Machnikowski at 778.320.4242**

**Tina Barkley at 604.374.3300**

**Karen Marshall at 604.506.3221**

Please be patient with us as we can't be everywhere at once!

If you have any questions regarding the instructions provided, my express job is to help you – please contact me any time if you have a question.

Many thanks & see you soon!

*Colleen M*