

The Alachua Business League and the City of Alachua Present the 10th Annual
Alachua Spring Festival - SUNDAY, APRIL 15, 2012 11 AM–5 PM

REGISTRATION DEADLINE: March 23, 2012

GENERAL VENDOR GUIDELINES

PLEASE Before you ask - read these guidelines...



TO FIND YOUR BOOTH – CHECK IN! • Enter Main Street from HWY 441. (Main Street aka NW 141 Street, Alachua 32615). • Vendors check from 8-10:00 am at the Check In area located near the intersection of Main Street and NW 150 Avenue (Bev's Burgers). • Receive your booth number when you check in. • DO NOT proceed to any space before checking in as it may be assigned to someone else. Please Check In with the name you put on your Vendor registration.

SET UP: SET UP MUST BE FINISHED, VEHICLES PARKED OFF MAIN STREET & AWAY FROM BOOTHS BY 10 AM. **TEAR DOWN: Begins at 5PM and must be completed by 6PM.** Please **do not dump ice on local lawns, dump on asphalt near sewers. Please bag and remove your trash and make sure booth area is neatly maintained and cleaned.**

GENERAL INFORMATION

- **Produced** by the Alachua Business League.
- **Exit 399 off of I-75.** Turn left, go to 2nd Traffic light-that is Main Street, turn right.
- **Signs.** Please post a clear sign identifying your booth by name.
- **Duplicate vendors: It is your responsibility to ask us if anyone else from your company has already registered.**
- **Questions:** Alachua.business@gmail.com
- **Non-refundable.** As this is an outdoor event, rain or shine, fees are non-refundable.
- **Space Only.** You **must bring your own** tables, chairs, tents, etc. Tents may be available for purchase at the ACE Hardware store on Main Street near the blinking light.
- **Liability:** each vendor is individually required to maintain a safe booth space. The ABL carries liability insurance for the overall event.
- **Be courteous** – please don't encroach on walking spaces between vendors, block your neighbor's booth with signs, or overflow goods.
- **Secure** your tents, signs, goods, cords, papers etc.; no drilling or damage to pavement can occur;
- **No electricity** will be made available.
- **Generators.** Use only "whisper working" generators or you will be moved.
- **No Political booths or activities permitted.**
- **Charitable Groups** are required to DO an activity with visitors compatible with the festival theme (face or hand painting, balloons, arts/crafts, grab bag, etc.)
- **Rest rooms** located at Skinner Park and the Womans Club; Porta-Potties are placed strategically along Main Street.
- **You will receive confirmation by email only - Please provide us with a valid email address on your Registration form.** Thank you for your understanding and cooperation. Our goal is to have a successful event to promote all of our businesses. **Alachua Business League, Inc.** Festival Committee

KEEP THIS PAGE FOR YOUR INFORMATION – DO-NOT-MAIL IT IN WITH YOUR REGISTRATION!



Alachua Spring Festival: Sunday, April 15, 2012 11 AM- 5PM

GENERAL VENDOR REGISTRATION FORM



REGISTRATION DEADLINE: March 23, 2012

	<u>REQUIRED: THE NAME YOU WILL GIVE WHEN YOU CHECK IN.</u>			
	<i>Example "Smith-Jones Lawn Maintenance"</i>			
	CONTACT PERSON:			
	MAILING ADDRESS:			
	PREFERRED PHONE:			<u>EMAIL REQUIRED:</u>
	LOCATION PREFERENCE: Final space number will be assigned only at check in.			
	DESCRIBE PRODUCTS YOU WILL DISPLAY: <u>Use back if necessary.</u> Attach a photo of your product and/or display. Charities-describe the free kid friendly activity.			
Per Space	# of Spaces	Type	Description	Total
\$45		General Vendor	10' x 10' Space Only. Tents are allowed. (Example: \$45 x 2 spaces = \$90.00 Total. Then below, check any appropriate deductions.)	\$
		Food/Ride	Completed separate Food/Ride Vendor Registration.	
		ABL MEMBER	EXISTING ABL MEMBERS May Deduct \$45	-\$
		CHARITIES	You may Deduct \$45 & must do a free kid-friendly activity	-\$
		Late Fee	\$25 is required if Application is received after deadline and awarded only if space is available	\$
			Total Enclosed:	\$
	Become an ABL Member: <input type="checkbox"/> YES, I am interested in becoming a member of the <i>Alachua Business League</i> or learning about the benefits.			



I have READ & AGREE TO FOLLOW the ATTACHED GUIDELINES for this event.

Your Signature: _____

Today's Date: _____



Please mail this completed form to: ABL, PO Box 879, Alachua, FL 32616

For more information go to www.alachuabusiness.com or Alachua.business@gmail.com

MAIL IN ONLY THIS PAGE – KEEP THE GUIDELINES!