

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

FOOD OR RIDE 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.
- **Duplication: In order to ensure the most sales for everyone, list everything you wish to sell or provide. This may have to be negotiated.**
- **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.
- **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!

___ Fee Paid

___ Accepted

___ Email Address

___ Notified by Email

Mail in this page only!

REGISTRATION DEADLINE: March 23, 2012



Alachua Spring Festival: Sunday, April 15, 2012, 11- 5 FOOD/RIDE VENDOR REGISTRATION FORM

REQUIRED: YOUR BUSINESS NAME WHICH WILL BE USED WHEN YOU CHECK IN

Example "Amazing Amusements"

CONTACT PERSON:

MAILING ADDRESS:

PREFERRED PHONE:

EMAIL REQUIRED:

LOCATION is based on numerous factors and will be negotiated directly with the logistics Chair: Kelly Harrs. kellyskreations@windstream.net. 386-462-9552

DESCRIBE IN DETAIL THE FOOD or RIDE YOU WILL BE BRINGING: Use back if necessary. Attach a photo of your trailer, ride, product.

Per Space	#of Spaces	Type	Description	Total
\$125		FOOD VENDORS	Accepted on first come, first serve basis, locations are assigned according to size needs and the type of the vending. No electricity provided, must have quiet generator. You Must Provide Proof of Current Insurance (Fee is For 30x30 space only. Add \$50 if more space is needed)	\$
\$100		RIDE/GAME VENDORS		\$
		ABL Member	ABL MEMBERS Deduct \$45	(\$45.00)
		Late Fee	\$25 is required if Application is received after the 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