



The Alachua Business League and the City of Alachua Present the
8th Annual

DEADLINE: **Friday, October 2, 2010**

Alachua Harvest Festival

Sunday, October 17, 2010 - 11AM - 5 PM

READ FIRST & KEEP -Please don't just call!

GENERAL VENDOR GUIDELINES

SET UP

On the morning of the Festivals, **Vendors must check in between 8am -10am** at the check in area located near the intersection of Main Street and NW 150 Avenue. Please enter Main Street from HWY 441. (Main Street aka NW 141 Street, Alachua 32615). **SET UP MUST BE FINISHED AND VEHICLES PARKED OFF MAIN STREET AND AWAY FROM BOOTHS BY 10 AM.**

TEAR DOWN

Will begin at 5PM and must be completed by 6PM. Please do not dump ice on local lawns, dump on asphalt near sewers. **Vendors are responsible to bag and remove their trash and make sure their booth area is neatly maintained and cleaned.**

FREQUENTLY ASKED QUESTIONS:

- This event is produced by the Alachua Business League.
- **DUPLICATE VENDORS:** WE DO NOT EXCLUDE DUPLICATE VENDORS.
- You may contact ABL via rmorse47@yahoo.com Questions will be answered as quickly as possible from this email address.
- As this is an outdoor event, rain or shine, fees are non-refundable.
- **You are being provided only the space.** You must bring your own tables, chairs, tents, etc.
- Vendors are responsible for securing tents to the ground. No drilling or damage to pavement can occur. No electricity will be made available.
- Any Vendors using a **generator** must have "whisper working" generator or will be moved.
- Vendors must tape down any and all cords.
- **Political Vendors** are asked to remain at their booths and not walk around soliciting.
- **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, 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 THIS PAGE IN WITH YOUR REGISTRATION!



Mail in this page only

DEADLINE: **Friday, October 2, 2010**

Alachua Harvest Festival

GENERAL VENDOR REGISTRATION

Sunday, October 17, 2010 - 11AM - 5 PM

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Required

Location Preference (Not Guaranteed!): _____

Type of Product/ Display: _____

| √ Below Box | Per Space | Description | Total |
|---|----------------------|--|--------------|
| # of Spaces? | \$45 | 10' x 10' Space, Tents Allowed Example: 2 spaces @ \$45 = \$90.00 Total, then check deductions as appropriate. | \$ |
| Food/Ride/Entertainment Vendors – please fill out the Food/Ride Vendor Registration online at www.alachuabusiness.com | | | |
| | ABL Member | Check Box at left - Deduct \$45 from your Space Fee | -45.00 |
| | CHARITY | Check Box at left - Charitable Groups may deduct \$45 from Space Fee with non-profit documentation. MUST do a booth activity with Festival visitors. | -45.00 |
| | LATE FEE \$25 | Check Box at left - Late Fee is required if Application is received after deadline. Only if space is available | |
| | | Total Enclosed: | \$ |

Become an ABL Member: YES, I am interested in becoming a member of the *Alachua Business League* or learning about the benefits.

Your Signature: _____

Today's Date: _____

I agree to **READ AND FOLLOW** the ATTACHED POLICIES AND PROCEDURES for this event.



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

For more information go to www.alachuabusiness.com or rmorse47@yahoo.com