

Auburn CityFest 2012

An Auburn Parks & Recreation Event

Saturday, April 28, 2012 * 9 a.m. - 4 p.m. * Kiesel Park

ATM Vendor Information

The last Saturday in April brings music, fine arts, arts & crafts, food, children's activities and lots of fun and excitement to beautiful Kiesel Park, nestled in Auburn, Alabama. If you would like to participate in Auburn CityFest by selling your commercial goods, please read the following guidelines carefully and complete the second page of this application and **return by**

Monday, March 12, 2012.

All applications must be mailed or hand delivered to CityFest Headquarters.

- A photograph of your product and sample menu, must accompany this form or your application will not be accepted. Kiesel Park will have a designated area for ATM vendor.
- The CityFest planning committee has the right to deny any application if other applications have already been accepted for the sale of similar goods.
- A City of Auburn Business License will not be required to be a vendor at Auburn CityFest. However, if your business performs any transactions outside of the festival, a business license should be purchased. For your convenience, sales tax forms will be provided in your confirmation packet. For additional information, please contact City of Auburn Finance Department at (334) 501-7228.

General Information

1. Each space measures 12' x 12'. Assignments will be made by Auburn CityFest Staff on a first come, first serve basis. Booth spaces may be requested by location but are not guaranteed.
2. Vendors must provide all materials for the booth space, including tables, chairs, equipment, tents and signage. (Tents are strongly encouraged!) **Labor is not provided by CityFest staff for booth set up.**
3. No amplified sound is allowed. Generators must be approved by the CityFest planning committee.
4. Limited electricity is available. If you are located in the children's area, you must provide your own source of electricity. **Generators will not be provided.**
5. Application Deadline is **Monday, March 12, 2012**. If you wish to purchase a booth space after this date, a **\$35 late fee** must accompany the application. **Late booths will be assigned only if space is available.**
6. Acceptance/Rejection letters will be e-mailed upon receipt of application. Confirmation Packets, which will include space assignments, additional information and parking instructions **will be e-mailed the week of April 9, 2012.**
7. No refunds will be made once an application is accepted, for any reason! Rejected applications will receive a full refund.

Auburn CityFest will be held Rain or Shine! Please plan accordingly!

- **Please note vendor set-up may be delayed due to inclement weather conditions. If there is bad weather, you will be notified of any changes upon arrival to the park, or you may call (334) 501-2929. CityFest will not be rescheduled for another date. There will be NO REFUNDS.**

Festival Schedule

Friday, April 27, 2012

Vendors may set up on Friday, April 27, 2012 from Noon - 6 p.m. ABSOLUTELY no one will be allowed to set up prior to Noon. Overnight security will be provided; however, **we will assume no responsibility for theft or damage.**

Saturday, April 28, 2012

Vendors may also set up on Saturday, April 28, 2012, beginning at 6 a.m. No one will be allowed to enter the park prior to 6 a.m. on Saturday. Set up must be complete by 8:30 a.m. and all vehicles must be moved to the parking area. If you are late to the park, you will not be allowed in the park and there will be no refunds. Break down must not begin until 4 p.m. This will be strictly enforced.

For more information, please visit our website at www.auburncityfest.com.

