

Aurora Gardeners' Sale

Presented by **Fox Valley Garden Club**

Event: Saturday, May 19, 2018

Check-in & Set-up: 5:30 a.m. to 7:30 a.m.

Event Hours: 8:00 a.m. to 12:00 p.m.

Location: Aurora Transportation Center (Metra Train Station) - 233 N. Broadway, Aurora, IL 60506

Event Contact: Carolyn 630 745-9410 seagullbarney15@att.net

Application DEADLINE: May 14th Last minute questions text Sue: 630 542-1822

Vendor Application

Organization/Business: _____

Event Contact: _____ **Title:** _____

Address: _____ **City:** _____ **IL Zip:** _____

Home Phone: _____ **Cell:** _____

Email: _____

Category: Home Gardener Garden Crafter/Artisan Organization Business

Type of Product(s): _____

Vendor Spaces: Each booth is approx. 20' wide x 10' deep on pavement. (No ½ spaces available.)
Access to restrooms at train station, trash bins and water access will be available.

Home Gardeners, Garden Themed Crafters & Artisans, Non-Profit Organizations

10' x 20' space @ \$30.00 per space # _____ @ \$ _____

Business & All others

10' x 20' space @ \$50.00 per space # _____ @ \$ _____

Make checks payable to: Fox Valley Garden Club

Contact Carolyn for mailing address

Special requests to be considered: _____

Application DEADLINE May 14th

EMAIL CONFIRMATION THAT APPLICATION WAS RECEIVED WILL BE SENT

Questions & Additional Information

Carolyn - 630 745-9410 - seagullbarney15@att.net

Last minute questions text Sue: 630 542-1822

Aurora Gardeners' Sale

**Aurora Transportation Center (Metra Train Station)
233 N. Broadway, Aurora, IL 60506**

Vendor Guidelines

Hours of Operation: 8:00 to 12 Noon

Event is rain or shine. Vendors are expected to remain open all market hours. In case of severe weather the Staff will notify vendors of any exceptions to this policy. Check-in will be from 5:30 to 7:30 a.m. ONLY. All vehicles must be in designated areas by 7:45 a.m. with cars moved before market opens.

Operations

Vendors are responsible for providing their own tents, tables, chairs necessary to conduct business. Vendors must clean up their area and remove all refuse at the close of the day. Vendors are prohibited from bringing dogs/pets. Smoking is strictly prohibited in the Market area. Restrooms are available.

Vendors should unload supplies at their booth, move car to parking area and then return to set-up. No early tear downs are allowed. Tear down can't begin until 10 minutes after Market closes to ensure the safety of patrons.

Vendor fee is non-refundable. Spaces will be assigned on first come basis when applications are received.

The sale of poisonous or hazardous plants is strictly prohibited.

Tent Weights REQUIRED

No matter the weather, all tents are required to have weights on all 4 legs sufficient to keep it in place during windy conditions. A minimum of 25 lbs per leg is recommended. Weights can be made with PVC pipe, filled with sand or cement, and secured with bungee cords. If you are using water jugs, each leg must have (4) one gallon jugs. The best weights are strapped to the bottom of each leg and tethered via a bungee to the top corner of the canopy, thus lowering the center of gravity of the canopy.

Parking

Only pre-approved authorized vehicles shall be allowed in the Market area adjacent to the vendor's booth. All vendor and staff vehicles must park in the area designated by the Market Manager.

GREEN Initiatives & Reusable Shopping Bags

In support of the City of Aurora's continued sustainability efforts, vendors are encouraged to use reusable shopping bags or boxes. We also request paper products be used by vendors (no Styrofoam).

This event is sponsored by the Fox Valley Garden Club and the City of Aurora.

Any questions: call Carolyn at 630 745-9410 or Email seagullbarney15@att.net
Last minute questions text **SUE 630 542-1822**