



City of Auburndale Parks & Recreation presents
Auburndale Fall Fest

Saturday, November 2nd, 2024: 9AM-2PM
Downtown City Park 119 W. Park St., Auburndale, FL 33823

**** This is an autumn-themed festival & market-style event. All goods & services offered must be approved by the Parks & Rec department prior to confirmation of vendor participation. ****

- Exhibit spaces are 11'x10'. If more than one space is needed, please specify below & pay additional fee(s) so spaces can be held jointly. Every effort will be made to accommodate requests.
- Spaces must be set & ready **NO LATER THAN 8:30AM**. Festival hours are **9:00AM-2:00PM**. Tear down is not permitted before **2:00PM**.
- **NO VEHICLES** permitted on grass area of the park.
- Each space is **\$50.00**, payable upon approval. Payment can be made at the Parks & Rec office (**119 W. Park St.**) via cash, credit/debit card. Registration fee(s) must be paid in full before space(s) will be assigned.
- Space(s) will be marked by **7AM SATURDAY** morning. **ABSOLUTELY NO SET-UP THE NIGHT BEFORE**. Security/staff will **NOT** be present the in the park the night before the event.
- Staff will arrive in the park by **7:00AM SATURDAY** morning to assist in locating designated vendor space(s). Please unload vehicle(s) quickly from the designated loading area. Once unloaded please move vehicle(s) to the parking area & then return to set-up display(s). **No vehicles are to be idle in the loading area.**
- **City of Auburndale is not responsible for any damages, accidents, or lost/stolen property.**
- Vendors must provide their own tables, chairs, tents, Wi-Fi, & any power sources necessary. Use of any generators must be approved by Parks & Recreation staff prior to the festival. **Quiet generators strongly encouraged.**
- Please make provisions for inclement weather. Refunds will be given should the festival be cancelled due to weather.
- Vendors shall always exhibit professional manners & are responsible for leaving their space(s) clean at close of the festival.

**FOR ADDITIONAL INFORMATION PLEASE CONTACT AUBURNDALE PARKS & REC VIA
PHONE (863) 965-5545 OR E-MAIL PR@AUBURNDALEFL.COM**



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VENDOR APPLICATION

- Applications will be accepted beginning **TUESDAY, OCTOBER 1ST, 2024.**
 - Submit applications to: **City of Auburndale Parks & Recreation**
119 W Park St., Auburndale, FL 33823
 - PR@auburndalefl.com
- All applications must go through an approval process. **NO EXCEPTIONS.**
- **DEADLINE TO SUBMIT APPLICATIONS IS 5PM TUESDAY, OCTOBER 22ND, 2024.**
No applications will be accepted after this time. All approved applicants will be contacted (*via email*) by/before **FRIDAY, OCTOBER 25TH, 2024.**
- Once approved, payment must be made **NO LATER THAN 5 PM TUESDAY OCTOBER 29TH, 2024.** Failure to pay will result in loss of approval/space(s) at the festival.
- Any available space(s) due to non-payment will be offered to the next approved vendor & confirmed upon receipt of payment on a first come, first served basis.

VENDOR/BUSINESS NAME	
PERSON OF CONTACT NAME(S)	
EMAIL ADDRESS	
PHONE NUMBER	CALL TEXT (CIRCLE PREFERENCE)
TYPE OF PRODUCT/GOODS SOLD	
STREET ADDRESS	
CITY, STATE, ZIP	
# OF SPACES REQUESTED	
DO YOU HAVE A CANOPY?	*YES NO *(IF YES, PLEASE BRING; NOT PROVIDED)