

**Is last year's space guaranteed?**

We cannot guarantee last year's space. However, if your application is submitted prior to April 12<sup>th</sup>, every effort will be made to assign you the same space or a nearby space in the same section.

**What are the dimensions of my space?**

All spaces are approximately 10'x10'.

**Are tents permitted?**

Tents and canopies are advised. However, they cannot exceed 10' x 10' at the base. Vendors should have a set-up that is designed to protect them from the elements. Tent weights are **MANDATORY** and **MUST** be used so your display does not blow over on a breezy day.

**Is there electricity in my space?**

Electricity is not provided.

**May I use a generator?**

Yes. Your planned use of a generator must be noted on your application. The accepted generator models are a Honda 1000 or Honda 2000. No other types of generators are allowed.

**When will I know my space number?**

Vendors will be assigned a space number, and receive it and further instructions via email by Friday, April 19<sup>th</sup>. Late applications may receive confirmation and instructions later than April 19<sup>th</sup>. If you do not receive an email by Tuesday, April 23<sup>rd</sup>, please email Dani Ingves at [d.ingves@audubonnj.com](mailto:d.ingves@audubonnj.com).

**Are there late fees?**

Applications received after April 12<sup>th</sup> will incur a \$25.<sup>00</sup> late fee.

**Is there a rain date?**

The rain date is Sunday, April 28<sup>th</sup> from 1:00pm-7:00pm. Because the rain date's conditions are always a more distant unknown, some precipitation is acceptable. We cannot promise a "dry" day.

**How will I know if the event is cancelled and the rain date is going into effect?**

Vendors will be notified by email on Friday, April 26 shortly after 6:00pm if the event is moved to Sunday. If the event is moved to Sunday and inclement weather is forecasted, vendors will be notified by email on Saturday, April 27 shortly after 6:00pm if the event is cancelled.

In addition, an announcement will be posted on the [www.CelebrateAudubon.com](http://www.CelebrateAudubon.com) website, and the Audubon Borough and the Audubon Celebration Committee's Facebook pages.

In the event that the Friday 6:00pm forecast for Sunday is not an improvement over the original event date (meaning both days' forecasts are equally poor), Audubon Day will move forward as planned on Saturday. The existence of a rain date is not a guarantee of an available dry day.

We reserve the right to implement the rain date under other unforeseen weather circumstances not described above (ex: high wind, lightning, etc.)

We will not be held responsible for inaccurate or changing forecasts after Friday at 6:00pm. If the precipitation thresholds have not been met at 6:00pm the event will move forward as planned regardless of subsequent forecasts.

### **How will I know where my stall starts and ends?**

Your assigned stall number will be written on the street or curb. As you stand in the street facing the curb/sidewalk, your space BEGINS at YOUR number, moves to the right and ENDS at the next highest number.

### **Why didn't I get the space I am accustomed to?**

If your application was received after the April 12<sup>th</sup> deadline and another vendor who registered on time was assigned to that space or a new local business may have requested the space at its storefront.

### **Entry instructions**

Entry time starts at 11:00am. Vendors will not be allowed to enter prior to that time and must be clear of W. Merchant Street by 12:30pm.

### **What is the procedure unloading?**

There are only two ways to ENTER W. Merchant Street to find your stall and promptly unload:

1. Vendors can enter at Virginia Avenue (Speedy Mart will be on your left) and make a right on to W. Merchant Street to your assigned stall number.
2. Vendors may also enter W. Merchant Street coming from the W. Atlantic Avenue/Railroad Tracks direction. (Salon Voi-lá will be on your right.)

There are only two ways to EXIT W. Merchant Street after unloading:

1. Exit on Oakland Avenue to Nicholson Road (this is an exit point only).
2. Exit on Virginia Avenue (this is an entry and/or exit street).

Vendors should enter at the designated areas (mentioned above), pull their vehicles against the curb and unload quickly onto the sidewalk. Do not unload into the street at the curb. Please do not begin to set up, including tents or canopies, until after you have parked your vehicle and returned. If you require assistance to unpack or set up, we will have some volunteers available to help you.

### **What is the procedure for reloading?**

Please pack up on the sidewalk. Do not pack up in the street at the curb. Once you are completely packed up, you may retrieve your vehicle and return to your stall to load your items. Please show your vendor permit to get your vehicle through the barricades.

**No vendors are permitted to leave prior to the end of the event.**

### **How many vehicles per vendor are permitted at the stall?**

Only one vehicle per vendor is allowed beyond the barricades at one time as space is limited.

### **Do I need sales tax certificate?**

State representatives may be present at the event and vendors are expected to comply with all state tax laws.

### **Can a vendor set up an unmanned display for advertisement?**

No. Each space must be attended by its owner or a representative at all times.

### **Refunds, Cancellations and Expulsions:**

#### **I have registered but changed my mind. Can I have a refund?**

Refunds will be considered until two weeks prior to the event (April 13<sup>th</sup>). After that, all sales are final.

The Audubon Day Committee reserves the right to decline any registration at any time, or to refund a vendor's money and cancel their registration at any time for any reason prior to the event.

Expulsions are extremely rare and would only occur if a vendor behaves inappropriately toward staff, a fellow vendor, or any other participant in the day's events. An expulsion will result in exclusion from all future Audubon Days.

Questions? Contact Danielle Ingves at (215) 275-3122.

**Food Vendors - Additional Information**

All food is provided by Audubon businesses.

**Please note: No food vendors are permitted to leave prior to the end of the event. Even if you run out of food, we expect you to still have a presence at the event until the end.**

**Local Business and Organizations - Questions & Additional Information**

**I have an Audubon business and/or Audubon sponsored organization. How do I reserve a space?**

Email Dani Ingves at [d.ingves@audubonnj.com](mailto:d.ingves@audubonnj.com) to be placed on the official list of participating businesses or organizations.

**Can a local business reserve space and leave it empty?**

No. There must be some sort of display and at least one person manning the space.

**Please note: No businesses or organizations are permitted to leave prior to the end of the event.**