



Vendor Guidelines

Thank you for signing up for airdrieFEST, Saturday, September 7, 11 a.m. – 4 p.m., downtown Airdrie (400 Main Street S.E.).

IMPORTANT INFORMATION – PLEASE REVIEW

airdrieFEST exhibitors are not required to take out a business license as all exhibitors will be covered under a blanket business license.

ON-SITE LOADING

Loading timeslots are scheduled based on the first letter of the business/non-profit's name, between 8:30 a.m. and 10 a.m. All vehicles must be removed by 10:30 a.m. To reduce traffic congestion, please, quickly drop-off/unload the vehicle and remove the vehicle from the vendor area within your allotted 30-minute timeframe.

Food trucks and large displays with trailers, buses, etc. must be set up by 8:30 a.m.

Timeslots are as follows:

Food Trucks: 8:00 – 8:30am

Petting Zoo: 8:30 – 9:00am

Artists (along ATB sidewalk): 8:30 – 9:00am

Odd Booths 1-69: 9:30 a.m. to 10:00 a.m.

Even Booths 2-80: 8:30 a.m. to 9:00 a.m.

Booths 81-114: 9:30 a.m. to 10:00 a.m.

Booths 115-144: 9:00 a.m. to 9:30 a.m.

Booths 145-154: 9:30 a.m. to 10:00 a.m.

Booths 168-174: 9:00 a.m. to 9:30 a.m.

Booths 175-187: 8:30 a.m. to 9:00 a.m.

Event take-down will be from 4:00-5:00pm

GUIDELINES

Each registration entitles the vendor to a 10' x 10' outdoor space and event insurance.

All vendors must provide their own tents with anchors, tables, chairs, signage, table covers etc.

There will be NO on-site parking - please be responsible for your own off-site parking.

airdrieFEST is an outdoor, "rain or shine" event; plan for all types of weather conditions. No refunds will be made for cancellations due to the weather.

TIPS FOR A GREEN EVENT

We encourage all of our vendors and festival-goers to think green in 2019. We encourage everyone to consider the following tips:

1. There will be 2 well-marked stations for organics/blue bin recycling/pop bottles and cans. These will be provided City of Airdrie Waste & Recycling and supervised to provide education and make it easy for people to understand what goes where.

2. We encourage vendors and festival-goers to use reusable, recyclable, or compostable food ware (coffee mugs, water bottles, cups, plates, bowls, cutlery, etc.) (please bring your waste to one of the 2 centres provided on site throughout the day).

3. Reduce paper use when advertising, printing brochures, pamphlets, schedules, programs, or tickets. If printing is necessary, try to use 100% post-consumer recycled paper.

REFUND POLICY

No refunds will be provided after August 18, 2019. There will be no refunds as a result of poor weather conditions. As this is an outdoor event, please plan for all types of weather conditions.

REGISTRATION CONTACT

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