

# City Services for The Aurora Farmers Market

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**AFP:** Inspection of food tents as needed

**APD:** Assistance with parking violators at ATC, either to be towed or ticketed as needed

**Downtown Services: Saturday & Wednesday Market;**

- Power-wash 2 picnic tables (lock), 6 clean trash totes in good condition and tent weights, transport to ATC by May 18, 2018 for the season
- Install AFM Banner at ATC
- Farmers Market light pole banners to be placed in ATC along Broadway by May 1, 2018 (TBD)
- Load and transport small trailer to and from, to Wednesday market site with 3 tents, tent weights, 2 tables, 3 bistro tables, 13 chairs, 12 traffic cones, 4 trash totes, other signage and supplies as needed.
- Set-up tents, tables, chairs, signage at least 60 minutes prior to each market start time and tear-down at each market close

**Electrical:** Access to the following at the ATC by May 18, 2018

- All panels inside parking area on east side of fence
- Panel at SW corner of lot
- Panel adjacent to car chargers
- Panels along Broadway
- Panels in islands with twist plug adapters
- Revise 150' power cable into 3 - 50' with 4 count outlet box at end. (Cord is at Electrical on Middle Ave.)

**MVPS/ATC:** ATC staff assistance Saturday mornings, bring special events trailer and leave at ATC for season along with set-up, tear-down, placing totes, tents, with sandbags, tables/chairs, picnic tables, electrical cords and covers if needed for entertainment and programming.

- No Parking Signage in place before May 8, 2018.
- 12 Standards with attached signage- "No Friday Overnight Parking- Violators will be Towed"
- "No Friday Overnight Parking- Violators will be Towed" signs attached to fence at ATC
- "No Friday Overnight Parking- Violators will be Towed" signs attached to pay kiosks at ATC
- "No Friday Overnight Parking- Violators will be Towed" signs placed in grass medians
- AFM banners & signage placed at ATC by May 1, 2018

**Public Information:** Issue press releases, messages on hold, ACTV bulletin, Facebook posts, twitter and all marketing resources that become available.

**Water & Sewer:** Tapping of fire hydrant at ATC for food vendors on May 19, 2018 and each Friday prior to Saturday market June 9 through October 20, 2018.

**Com Services:** Provide an intern to process LINK at each of the markets throughout the season. Starting on May 19, and weekly June 9 through October 20, 2018.

**ALL OTHER SERVICES AS DEEMED NECESSARY FOR THE SUCCESS OF THE MARKETS**