

# 17-00188 - GO Request 2017 Aurora's 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 4 picnic tables (lock), 8 clean trash totters in good condition and 4 recycling bins and tent weights, transport to ATC by May 17, 2017 for the season
- Maintain season long AFM Banner at ATC
- Farmers Market light pole banners to be placed in ATC along Broadway by May 1, 2017
- Signage at transportation center kiosks (2) by May 1, 2017
- Load and transport to and from small trailer to Wednesday market site with 4 tents, tent weights, 4 a-frame signs, 4 tables, 20 chairs, 12 traffic cones, 4 trash totters, other signage and supplies as needed.
- Set-up tents, tables, chairs, signage at least 90 minutes prior to each market start time and tear-down at each market close

**Electrical:** Access to the following at the ATC by May 17, 2017

- 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, bringing special events trailer to ATC by 5:00 a.m. along with set-up, tear-down, placing totters, tents, with sandbags, tables/chairs, picnic tables, electrical cords and covers if needed for entertainment and programming.

- No Parking Signage in place before May 10, 2017.
- 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, 2017

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

**Special Events:** 20 tents, sandbags/tent weights, 20 tables, 80 chairs, electrical cords, covers, 20 cones, signage and other items will be stored on the SE Trailer as well as 4 picnic tables, 6 trash totters stored at ATC for the season. In addition 4 tents, sandbags, 2 A-Frame signs, 4 tables, 10 chairs, 8 traffic cones, and other signage for small trailer.

**Water & Sewer:** Tapping of fire hydrant at ATC for food vendors on May 20, 2017 and each Friday prior to Saturday market June 10 through October 21, 2017.

**Youth Services:** Provide an intern to process LINK at each of the markets throughout the season. Starting on May 20 and ending on October 21, 2017.

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