

APEX FESTIVAL
REGULATIONS & PROCEDURE

The Apex Festival Commission is pleased to have you join us in historic downtown Apex, NC.
We are available to assist you any time on festival day. You can easily identify us by our festival t-shirts.

DRIVING DIRECTIONS MUST BE FOLLOWED EXACTLY.

SETUP: 6:10 – 8 a.m.

- Overnight parkers must park in a legal space. Contact the Apex Police Department at 362-8661 if you have any questions.
- Your confirmation memo serves as your permit for admittance as a vendor.
- Unload promptly and move your vehicle immediately to a parking area outside festival boundaries.
- ALL vehicles must be removed from festival boundaries by 8 a.m. Late arrivals must park and carry items to their space.
- Provide your own tables, chairs, awnings, heavy-duty drop cords, etc., for your space.
- If you're using electricity, supply a grounded, non-frayed 100-ft. cord and duct tape to secure it.
- If you use a vehicle of any sort as your booth (with prior approval only), it must be in place by 7:30 a.m., no exceptions.
- Pets are PROHIBITED in festival boundaries.

VEHICLE PARKING

- You may park OUTSIDE FESTIVAL BARRICADES on Holleman, Chatham, Elm or behind the Apex Baptist Church on Salem Street (lower lot).
- Make sure you park **outside festival boundaries**, which are barricaded.
- Do not park in spaces reserved for the Apex Police Department.
- Do not park on Seaboard Street, behind the fire station. Vehicles will be towed.
- Do not park in front of Wachovia Bank on Salem Street unless you have a booth space in 10 – 18A.

BREAKDOWN: 5 p.m.

- Do not break down before 5 p.m.
- Break down and box all items, and place them curbside *before* bringing in your **vehicle**.
- Enter the festival at the end of the day using the same entrance as for setup.
- Trash containers are provided at intervals along the street. Please clean up thoroughly.

OTHER

- You are expected to collect and report all required sales taxes.
- Town Ordinance PROHIBITS alcoholic beverages in public areas.
- Silly string sales are PROHIBITED.
- No selling / soliciting outside your booth area, i.e. walking up and down streets with literature.

**APEX FESTIVAL
REGULATIONS & PROCEDURE**

SEVERE WEATHER ONLY

In case of *severe* weather, please call only *after 4 a.m. on festival day* for instructions:

(919) 249-3348

OR

(919) 249-3408

In the event we have to cancel the festival due to severe weather,
we will reschedule the festival for the next day, *Sunday, 1 – 6 p.m.*

The festival would take place on Sunday *if the festival commission*

- 1) cancels the festival *by 4 a.m. on festival day*
- OR
- 2) calls off the festival early—*by noon*—on festival day.

On the rescheduled Sunday:

Streets would close at 10 a.m.

Setup would run from 10 a.m. until 12 noon.

Breakdown would begin at 6 p.m.

Setup and breakdown regulations and procedure would remain the same.

The Festival Commission CANNOT REFUND OR CREDIT vendors
on or after festival day.