

**Historic Plumb Alley
Kiwanis Club of Abingdon, Inc.**

P. O. Box 445
Abingdon, VA 24212



February 15, 2017

Dear Plumb Alley Vendor,

Plumb Alley Day is scheduled for Saturday, May 27, 2017. Enclosed is the Plumb Alley Day “Vendor Registration Form” for 2017 along with an addressed return envelope. Please note that this registration form contains new vendor fees and contact information.

If you are a returning Vendor from 2016, you must ensure that Kiwanis Club of Abingdon receives your application with payment no later than April 21, 2017 to reserve your previous year’s space. Any applications received between April 22nd and May 15th will be assigned available spaces in the order they are received, along with applications from new vendors. No applications will be accepted after May 15th, nor will any refunds or cancellations be made after this date.

If you are a Food Vendor, your application must likewise be received by April 21st, however, no food applications will be accepted after this date. All food vendors are responsible for obtaining proper permits from the Department of Health, as shown in the enclosed “Notice to Food Vendors.”

(If you do not plan to return as a Vendor in 2017, please notify us of your non-attendance via the attached return envelope. This will allow us to more quickly assign a new vendor to your previous 2016 space. We appreciate your courtesy!)

Here is additional information concerning the event:

1. No electrical or water service is provided by Kiwanis. If you use a generator, it must be equipped with an exhaust muffler system so that it will not disturb adjacent Vendors
2. There is no “Rain Date” and there will be no refunds in the event of inclement weather.
3. You will receive more specifics about setup and space regulations following receipt of your approval letter.
4. If you have any questions, please contact Robert L. Saunders at **(276) 356-8201** or email ***RobertLSaunders3@me.com***.

Kiwanis of Abingdon welcomes you to another Plumb Alley Day event!

Sincerely,

A handwritten signature in cursive script that reads "R. L. Saunders".

Robert L. Saunders
Vendor Coordinator