

September 28, 2016

Paula Vandehey
City of Appleton, Public Works
100 N. Appleton St.
Appleton, WI 54911

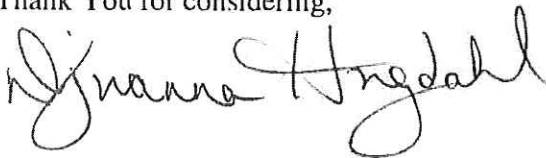
Paula-

Beginning November 5th, the Downtown Appleton Farm Market will move inside City Center Plaza for the indoor season. Market will run for a total of 29 weeks inside, through the end of May, 2017. We request to continue to be able to buy hang tags in bulk for the vendors to park in the City Center ramp at a rate of \$2.00 a day, plus tax. We understand that the tags will be purchased as a half day rate and marked "Until 2 pm".

We would also like to use Oneida Street for loading and unloading purposes, with the understanding that vendors will be out of the alleyway by 8:30 am, and then again at 12:30 pm to load their vehicles back up. The change of loading and unloading to this new process ran smoothly last year, so we would love to be able to continue as in the past.

Please let me know if you have any questions or concerns.

Thank You for considering,



Djuanna Hugdahl
Event Coordinator
Appleton Downtown Inc.

cc: Traci Erbrecht, Farm Market Manager