



June 11, 2013

To: City of Appleton
From: Appleton Downtown Inc.

Through conversation with Karen Harkness on June 11, 2013 we have been made aware of construction delays and are now unable to utilize Houdini Plaza for Farm Market on June 14th as originally planned.

We are currently approved for an additional block to the east and vendors are already committed for that block. Therefore, we are requesting an extension to the west on College Ave to Superior St. to locate the 22 vendors we had committed to for placement in Houdini Plaza.

We are also requesting assistance from Appleton Police Department at the corner of Appleton and College to assist with traffic control.

As this is unexpected for all involved, I request this assistance from the City of Appleton without additional fees or permits.

Thank you,

A handwritten signature in black ink that reads "Jennifer Stephany". The signature is written in a cursive, flowing style.

Jennifer Stephany