

Print

Large Group Activity Application - Submission #15777

Date Submitted: 2/2/2026



SMALL TOWN, BIG BEACH™

1. EVENT INFORMATION

Event Name

Gulf Shores Junior City Council Spring Market

Setup Date/Time

March 27 - March 28

Dismantle Date/Time

March 28, 2 PM

Event Start Date

March 28

Event End Date

March 28

Event Hours

9 AM - 2 PM

Event Location/Address

Waterway Village Parking Lot

Property Letter

No file chosen

An official letter from the owner of the property permitting the activity must accompany the application if it is not owned by the applicant.

Applicant

First Name

Lindsey

Last Name

Hart

Phone Number

Address1

1905 West First Street

Address2

City

Gulf Shores

State

Alabama

Zip

36542

Email Address

First Name

Lindsey

Last Name

Hart

Address1

1095 West 1st Street

Address2

City

Gulf Shores

State

Alabama

Zip

36542

Email Address

Internal Event Proposal: Gulf Shores Junior City Council Spring Market

Event Date: March 28, 2026

Location: Waterway Village Parking Lot - 101 East 24th Avenue

Event Time: 9 AM - 2 PM

Setup Time: 7:00 AM

Dismantle Time: 2 PM

Event Summary/Description:

The Gulf Shores Junior City Council Spring Market will bring together local farmers, artisans, and businesses to sell fresh produce, handmade crafts, and unique goods. The event will feature a Kids' Corner, volunteer opportunities for students, and food trucks, creating a fun and engaging community experience while supporting local entrepreneurship.

Operations: The Gulf Shores Farmers/Makers Market will be held Saturday March 28 from 9am to 2pm at Waterway Village(101 E. 24th Avenue.) The event will feature vendor booths for local farmers, artisans, and food trucks, as well as a Kids' Corner with supervised activities.

Vendor Participation: Vendors will register in advance through an application process overseen by the Junior City Council, ensuring a variety of high-quality products. Booth spaces will be clearly marked and assigned.

Set-Up and Tear-Down: Volunteers and Junior City Council members will assist with set-up and tear-down. Vendors will receive designated times to arrive and depart to ensure smooth transitions.

Event Management: Junior City Council members will coordinate event logistics, with volunteers stationed at key areas to assist attendees and vendors. A designated event coordinator will oversee the day-of operations.

Safety and Security: The event will follow all city regulations, including safety guidelines for food trucks and crowd control. First aid kits and a safety station will be available on-site.

Gulf Shores Police Department has agreed to be on-site throughout the event to ensure safety and provide weather monitoring.

Gulf Shores Fire Rescue has also agreed to be on site for safety purposes.

Traffic barricades will be stationed in the parking lot to ensure pedestrian safety. See site map.

Event Logistical Details:

Set-Up:

- Vendors will arrive at 8am for booth setup. Vendors will be responsible for bringing any supplies such as tables, tents and chairs.
- Booth spaces (10x10 feet each) will be marked in advance
- Food trucks will park in a designated area and are required to bring a whisper generator.
- The Kids' Corner will include activity tables, games, and supplies, staffed by volunteers.
- The Entertainment Area will be included in the Kids Corner and marked off for High School performers.

Utilities:

- Power will be available to the kids corner and entertainment area via on-site meter. All other vendors must bring their own supplies.

Sanitation & Hygiene

- Portable restrooms will be available on site with a handwashing station.
- Garbage cans will be placed throughout the venue and collected following the event.

Parking and Accessibility:

- Parking will be provided for vendors and attendees on the lot with clear signage directing traffic. The venue will be accessible for individuals with disabilities.

Volunteers and Staffing:

- City staff, Gulf Shores High School Faculty, Junior City Council members and student volunteers will remain on site for setup, assistance during the event, and cleanup.

Cleanup:

- Vendors will remove their materials at the end of the event.
- Volunteers will ensure the venue is cleaned and trash is properly disposed of.

Rain Plan:

- In case of inclement weather, the event will be canceled.

List of Vendors:

- Vendors have until March 4, 2026, to complete a registration form. A full vendor list will be provided to the Revenue Department one week prior to the event taking place and sales tax will be remitted on site at the close of the market.

Venue Preparation Requests:

Site Cleaning and Setup:

- Ensure the venue is clean and free of debris prior to the event.
- Mark vendor booth spaces (e.g., 10x10 feet) with chalk, tape, or signage.
- Picnic tables provided for attendees to eat at after visiting food trucks.

Utilities:

- Provide access to electricity for the kids corner.

Restrooms:

- Set up portable restrooms with a handwashing station.
- Include at least one restroom that is ADA accessible.

Parking:

- Designate parking areas for vendors and attendees.
- Post clear signage for parking, loading, and unloading zones.
- Barricades needed for pedestrian safety. See map.

Trash and Recycling:

- Place trash cans and recycling bins throughout the venue, especially near food trucks and the Kids' Corner.
- Provide extra bags for trash collection during and after the event.

Event Layout:

- Confirm the layout plan for vendor booths, food trucks, the Kids' Corner, and volunteer stations.
- Set up a main entrance and welcome area with signage or a table for event information.

Emergency Plan:**Emergency Contacts:**

A list of emergency contacts (police, fire department, ambulance services) will be on-site. A designated event coordinator will carry a phone for emergency communication.

- Lindsey Hart - Public Engagement Manager, City of Gulf Shores 251-979-8020
- Ashley Watley - Junior City Council Advisor
- Owen Corcoran - Junior City Council Advisor

Vendor and Attendee Communication:

- Vendors and volunteers will be briefed on emergency procedures before the event starts..

Emergency Announcements

- Announcements will be made if there's an urgent need to evacuate or communicate emergency instructions.
- A mic will be provided in the entertainment area and available for emergency announcements.

First Aid:

- A designated First Aid Station will be set up at the event, equipped with basic supplies such as bandages, ice packs, and a first aid kit.
- Volunteers and staff will be briefed on the location of the First Aid Station.

Severe Weather:

- Monitor weather forecasts leading up to and during the event. In case of severe weather, the market will be canceled.

Crowd Control:

- Volunteers will be stationed throughout the venue to monitor the crowd and provide assistance if needed.
- Clear pathways will be maintained for easy movement and emergency vehicle access.

Lost Children or Items:

- A central booth will be designated as the meeting point for lost children or lost items.
- Volunteers will assist in reuniting families or locating belongings.

Post-Incident Reporting:

- Any incidents will be documented with a detailed report, including actions taken and recommendations for future improvements.

Marketing/Signage:

Event Promotion:

- Social Media: Create posts on platforms like Instagram, Facebook, and Twitter using engaging visuals and event details. The city social media accounts will also share updates.
- Local Media: Submit press releases to local newspapers, radio stations, and community blogs.
- Schools and Community Centers: Distribute flyers and posters to local schools, libraries, and community centers to spread awareness and attract families.
- Business Partnerships: Partner with local businesses to display event flyers or include information in their newsletters.

Signage for the Event:

- **Directional Signs:** Clear signs leading to parking areas, vendor booths, food trucks, and the Kids' Corner.
- **Welcome Banner:** A prominent banner at the entrance to welcome attendees.
- **Vendor Signage:** Encourage vendors to display signs with their business names and information about their products.





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APPLICATION FOR PUBLIC ASSEMBLY

Gulf Shores Jr City Council Market

DEPARTMENT APPROVALS/DENIALS

City Staff	Signature	Date
Capital Projects Director Clint Colvin		2/4
Purchasing Officer Shelby DeBlieux		2/4
Rental Specialist Brian Dugall		2/4
Chief Building Official Brandan Franklin		2/4
Public Works Director Noel Hand		2/4
Recreation & Cultural Affairs Director Grant Brown		2/4
Revenue Supervisor Theresa Daugherty		2/5
Chief of Police Dan Netemeyer		2/4
Fire Chief Mark Sealy	Tammy Approved w/ understanding George Surry will do event inspection	2/5
Planning & Comm Dev. Director Scott Stephens		2/5
Fire Marshal George Surry		2/10
City Engineer Jenny Wolfschlag		2/4

Assistant City Administrator

2/11/26
Date

City Clerk

2/11/26
Date