

# Experience Ridgefield

Ridgefield School District - Vendor Application  
**September 8, 2018, 11:00 am – 5:00 pm – Saturday**

**EARLY BIRD  
REGISTRATION  
BEFORE AUGUST 10<sup>TH</sup>**

- Retail Application Fee \$20 before August 10<sup>th</sup>** (after 8/10 - \$30)  
\*\*\*Food vendor registration made separately. See information on reverse of page.  
 **Service Application Fee \$10 before August 10<sup>th</sup>** (after 8/10 - \$20)

**Mail completed application with payment to Ridgefield School District, 2724 S Hillhurst Road, Ridgefield, 98642**

Business Name:

Contact Name:

Email:

Phone Number:

Alternate Phone:

Mailing Address:

Size of Canopy:

Description of Merchandise and/or Activity:

Additional information or requirements:

Name *(please print)* \_\_\_\_\_ Signature \_\_\_\_\_

This is an outdoor event and you will need to prepare for the elements by providing your own table and canopy.

***Thank you for your interest in the Ridgefield School District!***

**[experience@ridgefieldsd.org](mailto:experience@ridgefieldsd.org) Ridgefield School District, 2724 S Hillhurst Road, Ridgefield, WA 98642**

***Experience Ridgefield is a celebration of Ridgefield Schools and all it has to offer!***

***Join us in celebrating Ridgefield's proud past, prosperous present,  
and promising future at this community carnival.***

*The Planning Committee is looking for vendors to promote, inform, and sell a wide variety of services and products. Duplicate products will be considered on a first-come basis. This year the Ridgefield School District will hold Experience Ridgefield on the same day as the Ridgefield Main Street Oktoberfest. Both events will be held at the new location of the Ridgefield Outdoor Recreation Complex (RORC). For food vendor information and registration, contact Sandy Schill, Oktoberfest coordinator, at 360 721-1046 or [sandyschill33@gmail.com](mailto:sandyschill33@gmail.com).*

*Educational exhibits, hands-on activities, and interactive displays are welcomed and encouraged.*

**Event Location:** ***Ridgefield Outdoor Recreation Complex (RORC)***  
***3125 S Hillhurst Road***

**\*\*\*Food Vendors:** This year the Ridgefield School District will hold "Experience Ridgefield" in conjunction with Ridgefield Main Street "Oktoberfest". **For food vendor information and registration, contact Sandy Schill, Oktoberfest coordinator, at 360 721-1046 or [sandyschill33@gmail.com](mailto:sandyschill33@gmail.com).**

**Commitment:** Vendors are expected to be completely set up and open for business no later than 11:00 am on the day of the event and remain set-up and open until 5:00 pm. Vendors should promote and celebrate the wide variety of benefits that Experience Ridgefield provides.

**Set-Up/Clean-Up:** Vendors set-up begins at 9:00 am on Saturday, September 8<sup>th</sup>. All vendors must be completely set up no later than 11:00 am on the day of the event. If you need additional time for setup, please let us know. All canopies, tables, and displays must be removed by the conclusion of the event.

**Parking:** Parking for vendors is free. Vendors may drop off and then park your vehicle in the designated parking area.

**Booth Space:** This is an outdoor event. Vendors are responsible for providing a canopy, tables, chairs, and table coverings. Tables shall be set-up, maintained and staffed by vendors for the entire event. The booth space will be assigned and marked by the Planning Committee prior to the day of the event.

**Sales/Taxes:** Vendors are responsible for their own sales transactions and currency.

**Marketing Plan:** Experience Ridgefield is sponsored by the Ridgefield School District and is promoted through press releases, flyers, posters, paid advertising, social media, etc. We ask that all vendors advertise on their business and/or personal media sites. An electronic flyer is available.

**Application Guidelines:**

1. Complete the Experience Ridgefield Vendor Application and make checks payable to Ridgefield School District.
2. Enclose a photo, drawing, website, or other representation of the item(s) you plan to sell, if any.
3. Mail the application to: Ridgefield School District, 2724 S Hillhurst Road, Ridgefield, WA 98642. For more information, email [experience@ridgefieldsd.org](mailto:experience@ridgefieldsd.org) or call Bonnie at 360-619-1302.

***FREE ADMISSION TO EXPERIENCE RIDGEFIELD***  
***Wristbands for Carnival activities \$5 each***