

Experience Ridgefield – 4th Annual

Ridgefield School District - Vendor Application

September 14, 2019, 11:00 a.m. – 5:00 p.m. – Saturday

**EARLY BIRD
REGISTRATION
BEFORE AUGUST 10**

Application Fee enclosed - \$20 before August 10 (after 8/10 - \$30)

Mail completed application with payment to Ridgefield School District, 510 Pioneer Street, 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 Ridgefield School District, 510 Pioneer Street, 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. The Ridgefield School District will hold Experience Ridgefield in conjunction with the Ridgefield Main Street "Oktoberfest". Both events will be held at the RORC - Ridgefield Outdoor Recreation Complex.

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

Event Location: **Ridgefield Outdoor Recreation Complex (RORC)**
3101 S. Hillhurst Road

Commitment: Vendors are expected to be completely set up and open for business no later than 10:45 a.m. on the day of the event and remain set-up and open until 5:00 p.m. Vendors should promote and celebrate the wide variety of benefits that Experience Ridgefield provides.

Set-Up/Clean-Up: Vendors set-up begins at 9:30 a.m. on Saturday, September 14. All vendors must be completely set up no later than 10:45 a.m. 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 public parking area.

Booth Space: This is an outdoor event. Vendors are responsible for providing a canopy, tables, chairs, and table coverings that are compatible for artificial turf surface. 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 the check payable to Ridgefield School District.
2. Enclose a photo, drawing, website, or other representation of the item(s) you plan to display/sell, if any.
3. Mail the application to Ridgefield School District, 510 Pioneer Street, Ridgefield, WA 98642. For more information, email experience@ridgefieldsd.org or call Bonnie or Terri at 360-619-1302.

*Early registration is encouraged. Duplicate products will be considered on a first-come basis.

Volunteers: The Ridgefield School District welcomes volunteers to help with various activities throughout the event. Sign-up to volunteer by emailing experience@Ridgefieldsd.org.