

Experience Ridgefield

Ridgefield School District - Vendor Application

September 23, 2017 3:00 – 7:30 pm

Vendor spaces available will be assigned in order of applications received.

There is no vendor fee for this event. Applications due by September 1, 2017.

Details about the event and application requirements are attached.

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. Please note, the rain site is the RHS Commons and gymnasiums.

Thank you for your interest in the Ridgefield School District!

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.

***Educational exhibits, hands-on activities, and interactive displays are welcomed and encouraged.
No alcohol/tobacco products permitted.***

Event Location and Hours:

**Stadium at Ridgefield High School
2630 S Hillhurst Road, Ridgefield, WA 98642
September 23, 2017 from 3:00 - 7:30 pm**

Commitment: Vendors are expected to be completely set up and open for business no later than 3:00 pm on the day of the event and remain set-up and open until 7:30 pm. Vendors should promote and celebrate the wide variety of benefits that event provides.

Vendor Fees: There is no fee for this event.

Food Vendors: Please provide a copy of your business "certificate of liability insurance" in the name of Ridgefield School District.

Set-Up/Clean-Up: Food Vendors set-up begins at 12:00 am on Saturday, September 23. All other vendors' set-up begins at 1:00 pm. All vendors must be completely set up no later than 3:00 pm 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.
2. Enclose a photo, drawing, website or other representation the item(s) you plan to sell, if any.
3. Mail the application to: Ridgefield School District Experience Ridgefield, 2630 S Hillhurst Road, Ridgefield, WA 98642 or email to experience@ridgefieldsd.org.

For more information, please call Bonnie Harris at 360-619-1302 or email experience@ridgefieldsd.org or bonnie.harris@ridgefieldsd.org.

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