



2020 Vendor Guidelines

Ridgefield First Saturdays are from 9AM to 2PM on the first Saturday of each month. Each month has its own theme and schedule. Vendors are encouraged to visit RidgefieldWa.us for more information on each event. Events are outside at Overlook Park (113 S Main Ave), or inside at the Ridgefield Administrative and Civic Center (RACC, 510 Pioneer Street) as indicated on the application. Customer admission is free for all events.

We will not be accepting vendors in January or July 2020.

Please visit ridgefield4th.com if you are interested in being a vendor at the Ridgefield 4th of July Celebration.

Selection Criteria: It is the intent to provide a mix and variety of vendors to maximize the interests of the vendors and customers. Therefore, vendors who offer duplicate products or services will be minimized. Preference will be given to vendors who fit the theme of the event, and then to regular vendors and vendors who are local to Ridgefield or close in geographic area. Vendors will be selected who offer a high-quality product, service or activity.

The City does not discriminate on the basis of race, color, gender, religion, disability, sexual orientation, age, nationality or other class protected by state or federal law.

Vendor Conduct: First Saturday is a community event and values varied cultures, beliefs and backgrounds of its vendors and customers. Courtesy, respect, integrity and professionalism are expected at all times and in all dealings. There is absolutely **NO SMOKING** allowed at Overlook Park at any time.

Vendor Fees: The vendor fee is \$25 per event. If your application is approved, you will be invoiced for this vendor fee, due 30 days from the date of approval. If you apply for multiple events all fees will be due 30 days after approval. You may submit multiple applications each year, but we cannot accommodate payment plans for multiple events on one application. Non-profits who provide their 501(c)(3) number will not be charged.

Cancellation: If you need to cancel your attendance to an event, call Jessica Kipp, (360) 857-5019 at least 10 days prior to the event date for a full refund. Vendors who cancel less than 10 days prior to the event or no show will still be responsible for vendor fees.

Set-Up/Clean-Up: Vendors are expected to be completely set up and open for business no later than 8:45am and remain set-up and open until after 2pm. Set-Up will begin as early as 7:00AM the day of, unless otherwise noted. City staff will be at the event location to assist you to your spot.

Vendors are responsible for keeping their space safe, sanitary and attractive during the event and for cleaning up thoroughly afterward.



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Electrical Service: There is limited electrical space at Overlook Park. Use of electricity must be requested on your application. Staff will assign an outlet to each vendor who is using electricity. Vendors must provide their own electrical cords. Acceptable extension cords will be a 2 or 3 pin plug, 10 or 12 gauge wire, and 50 feet of length or less.

Use of any outlet other than the one assigned is not allowed. If you are approved to use electricity, it will be noted on your Vendor Approval notice.

Parking: Parking is available at the schools, the gravel parking lot on N Main St across from the Sportsman's, and on side streets. Avoid parking on South Main or in front of businesses. These spaces should be reserved for customers.

Booth Space: Spaces will be assigned with the best interest of the event in mind with consideration taken to ensure the best possible mix/variety of vendors that benefits both vendor and customer experience. Vendors will be notified of their booth space when they arrive for set-up on the day of the event.

Vendors are responsible for providing and setting up their canopy, sandbags/weights, tables, chairs, and table coverings. Overlook Park is windy, you will need sandbags or weights for your canopy.

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

Insurance: The City's liability insurance covers the event, not individual vendors.

For more information, please contact Jessica Kipp at Events@ci.ridgefield.wa.us or 360-857-5019.

Return your application to:

City of Ridgefield

230 Pioneer St

PO Box 608

Ridgefield, WA 98642

Events@ci.ridgefield.wa.us

You will receive a response to your application within 14 days and will be invoiced for the vendor fee if accepted.