



# Big Paddle Vendor Application June 2, 2018

**The vendor fee is \$25 for applications received on or before 5:00PM May 18, 2018.**

If remaining spaces are available after that date, the vendor fee is \$45.

Scholarships are available.

**Details about the event and application requirements are attached.**

Name:

Email:

Phone Number:

Business Name:

Mailing Address:

Size of Canopy:

Description of Merchandise and/or Activity:

Additional information or requirements:

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 Big Paddle!!

# Big Paddle 2018

## Paddler's Village - Vendor Information

### Event Location and Hours:

Waterfront at Port of Ridgefield  
5 West Mill Street, Ridgefield, WA 98642  
June 2, 2018; 8:00AM-4:30PM

*The Paddler's Village is one attraction of Ridgefield's Big Paddle Event. Other attractions include an interpretive and recreational paddle with kayaks, stand-up paddleboards and big canoes; Carty Lake Interpretive Walk, live music, an obstacle course, Beer & Wine garden, food vendors, and ceremonial opening and closing ceremonies.*

**Commitment:** Vendors are expected to be completely set up and open for business no later than 8:00AM on the day of the event and remain set-up and open until after the closing ceremony, approximately 4:30PM.

**Vendor Focus:** Vendors should promote and celebrate the wide variety of benefits that trails and outdoor activities provide, instill excitement for outdoor recreation, showcase natural resources/wildlife, or provide conservation education by – information and educational exhibits, hands-on activities, gear demonstrations, sale or display of art related to natural resources and National Trails Day, sale of similar products or activities.

**Set-Up/Clean-Up:** Set-up begins at Noon on Friday, June 1 or 5:00AM on June 2. All vendors must be completely set up no later than 8:00AM on the day of the event. You will receive set-up information upon receipt and approval of your application. All canopies, tables and displays must be removed on the day of the event.

**Parking:** Parking space is reserved for vendors and is free. You will be provided with a 'Vendor Pass' so please make sure you have it available for verification on the day of the event as I.D. and for parking.

**Booth Space:** This is an outdoor event. Vendors are responsible for providing a canopy, tables, chairs, and table coverings. There is no electricity available. 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:** The Paddler's Village is promoted along with the Big Paddle through press releases, flyers, posters, paid advertising, social media, etc.

### Application Guidelines:

1. Complete the Paddler's Village Application.
2. Enclose a photo, drawing, website or other representation the item(s) you plan to sell, if any.
3. Mail the application, photo and check to: City of Ridgefield, c/o Paddler's Village, 230 Pioneer Street, Ridgefield, WA 98642

For more information, please contact Lee Knottnerus at [Lee.Knottnerus@ci.ridgefield.wa.us](mailto:Lee.Knottnerus@ci.ridgefield.wa.us) or 360-887-3557.

**FREE ADMISSION TO PADDLER'S VILLAGE FOR ALL CUSTOMERS**