



# RIDGEFIELD

# FIRST SATURDAYS

Your weekend begins here!

## Vendor Application 2019

Details about First Saturday, Vendor Fees, and Guidelines are attached.

Name:

Email:

Phone Number:

Business Name:

Mailing Address:

Size of Canopy (for outdoor events):

Description of Merchandise/Activity:

Additional information or requirements:

First Saturday Months you plan to Attend:

Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Paid: \_\_\_\_\_

**Event Location and Hours:**

Most First Saturday events are scheduled at Overlook Park from 9:00-2:00PM. However, exceptions may be made to times and location due to the particular theme and activities. For 2019, different hours and location will be scheduled for:

- February – Ridgefield Community Center, 10AM-2PM
- September – longer hours, not yet established
- October – same location, hours 10-4PM
- November – same location, hours not yet established
- December – same location, hours 10:00-3:00PM

**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 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.

**Vendor Fees:** For vendors who commit to six or more First Saturday events during the calendar year, the fee is \$10 per day. Checks should be made payable to "City of Ridgefield." For vendors who commit to less than six First Saturday events per calendar year, the fee may vary depending on the particular event.

**Set-Up/Clean-Up:** Vendors are expected to be completely set up and open for business no later than 15 minutes prior to opening time on the day of the event and remain set-up and open until after the closing time. Vendors are responsible for keeping their space safe, sanitary and attractive during the event and for cleaning up thoroughly afterward.

**Electrical Service:** There is limited electrical space at Overlook Park. Use of electricity must be requested prior to the day of the event. Staff will assign an outlet to each vendor who is using electricity. Use of any outlet other than the one assigned is not allowed.

**Parking:** Vendors should avoid parking on South Main or in front of any store or restaurant open for business in downtown Ridgefield. 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 space when they arrive for set-up on the day of the event. For outdoor events, 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.

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

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

*Mail the application and check to: City of Ridgefield, 230 Pioneer Street, Ridgefield, WA 98642  
Please specify on the application which First Saturday events you plan to attend.*

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.

**ADMISSION IS FREE TO FIRST SATURDAY EVENTS FOR ALL CUSTOMERS**