



FOURTH PLAIN

Holiday Market

2023 Fourth Plain Holiday Market Booth Registration Form

Holiday Market Date: Saturday, 12/2/2023 from 8am-4pm
Booth Cost: \$30 (Proceeds help River City Church #LoveServeVolunteer through community projects!). Registration deadline is November 25th.

BUSINESS/CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Description of items for sale: _____

Do you need electricity? Yes No

What date/time will you arrive for set up? How long will setup take? [Setup Window: Friday 12/1 from 12-8pm; Saturday 12/2 from 6-7:30am]: _____

VENDOR GUIDELINES:

-All fees are non-refundable.

-Each space will be approximately 7x6 and will include a 6ft table and two chairs; additional tables may be available upon request.

- Electricity is available upon request but is extremely limited (vendor must provide extension cord).
- Event runs from 8:00am-4:00pm on Saturday, December 2, 2023 at River City Church (2400 E Fourth Plain Blvd, Vancouver, WA 98661). All booths should be ready by 7:30am on event date.
- Vendors can set up on Friday, 12/1 from 12-8pm and Saturday, 12/2 from 6-7:30am.
- Tear-down cannot begin before 4:00pm and needs to be completed by 5:30pm.
- We reserve the right to censor any booth.
- Vendors are responsible for leaving the area in the same condition as they found it.
- Vendor will provide their own decorations, extension cords, tablecloths, and equipment necessary to run their booth.
- Vendor takes responsibility for any damage or incidents that occur at his/her table.
- Vendor will be responsible for any required permits, licenses, or taxes required by the city or state.
- Vendor is responsible for bringing any needed extension cords, decorations, or additional tables.
- Vendor is responsible for collecting own fees and charging for and reporting sales and use taxes.
- Vendor agrees to allow the promoter River City Church to take photographs of booths and vendors for advertisement or promotion purposes.

VENDOR SIGNATURE: _____ **DATE:** _____

Tables are reserved on a first-come, first-served basis once full payment and signed form have been received. Checks can be made out to River City Church and mailed to: 2400 E Fourth Plain Blvd, Vancouver, WA 98661. Please email Melody with any questions: melody@rivercityvancouver.com. Thanks for being part of our Fourth Plain Holiday Market!

INTERNAL USE ONLY:

Payment complete:		Electricity:		
Number of tables:		DO confirmation:		
Space assignment:				
Notes:				