FOURTH PLAIN
Holiday Market

***2024 Fourth Plain Holiday Market***
***Booth Registration Form***

Holiday Market Date: Saturday, 12/7/2024 from 9am-4pm
Booth Cost: $40 (Proceeds help River City Church #LoveServeVolunteer through community projects!). Registration deadline is November 30th.

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 12/6 from 12–7pm; Saturday 12/7 from 7:00-8:30am. All booths must be set up by 8:45am on 12/7.]:

_____

***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 and extremely limited (vendor must provide extension cord).

-Event runs from 9:00am-4:00pm on Saturday, December 7, 2024 at River City Church (2400 E Fourth Plain Blvd, Vancouver, WA 98661). All booths should be ready by 8:45am on event date. Coordinator will be on-site and available to assist during set up day and event day.

-Event will be advertised through social media, signs, church website, flyers, and emails distributed to local Fourth Plain businesses and River City Church's community partners.

-Vendors can set up on Friday, 12/6 from 12-7pm and Saturday, 12/7 from 7-8:30am.

-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 city or state.

-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 with any questions: admin@rivercityvancouver.com. Thanks for being part of our Fourth Plain Holiday Market!

*INTERNAL USE ONLY:*

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