

# City of Richmond Hill Celebrates Independence Day

Saturday, June 30, 2018 | 5 p.m. to 9:30 p.m.



## 2018 Vendor Application

Application Due: June 22, 2018

Mandatory Vendor Meeting: June 26, 2018 (3:00 p.m. @ City Hall)

- Vendors will be allowed to set up as early as 10 a.m., and **you must provide your own table and chairs.**
- Vendors can only sell food and craft items that are listed on the application that has been approved by staff. Failure to do so will result in being asked to immediately cease selling those items.
- No motorized vehicles permitted off-road in the park. Absolutely none are allowed on any bridges, trails or berms.
- Parking spaces will be provided for all Vendors across the lagoon. **All vendor vehicles must be removed to the opposite side of the lagoon (dubbed Vendor Row) by 4 p.m. and there are no exceptions.** Trailers will be allowed at the Vendor's booth space.
- All trash must be picked up, and booth must be left in the condition it was found at time of rental. Any problems must be reported to a City staff member immediately. City is not responsible for lost/left behind items.
- Ice will not be available for purchase. Vendors must bring their own.
- All instructions from City staff must be followed, including mandates from the Department of Public Health. Vendors are expected to treat City staff with courtesy and respect. **Failure to do so will result in immediate cancellation of the Vendor booth reservation.**

Reservations for booths must be made at City Hall (Monday – Friday, 8 a.m. to 5 p.m.) by the deadline. The City of Richmond Hill assumes no liability for the use of the park or any facilities located in the park. **ALL RESERVATIONS ARE FIRST COME, FIRST SERVE** with no refunds. The City reserves the right to cancel any reservation at any time.

Vendor Booth:     \$50 | Outside Pavilion     \$75 | Half Booth     \$150 | Whole Booth

Name and Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone and Email: \_\_\_\_\_

Description of Market Items: \_\_\_\_\_

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