

2018 Ringgold Down Home Christmas Expo
At the Ringgold Depot and the Ringgold Pavilion
Application

Please mail form and check payable to:
City of Ringgold
Attn: Jamie
150 Tennessee Street
Ringgold, GA 30736

Name of business: _____

Description of merchandise: _____

Business address: _____

Contact Name: _____ phone # _____

E-mail address: _____

Website and/or Facebook address _____

Will you need a table? Yes No

Electrical outlets needed? Yes No *There are limited electrical outlets available.
Outlets will not be made available to you unless specified on this form.

The City of Ringgold would like to thank you for being involved with the Down Home Christmas Expo at the Ringgold Depot and this year we will be extending down the street to the Ringgold Market Pavilion. Duplicate vendors will be in different locations (one at the Depot and the other at the Pavilion). We cannot wait to see your display. Please read the following terms and agreements and sign and date the bottom of the form.

The event time is **Friday, December 7th from 5-9 pm** and Saturday, **December 8, 2018;** from **11 am - 7 pm** Cost for vendor booth is \$50.00 for one day or \$75.00 for both days for an 8 X 8 space. Vendors will be allowed into the Depot **Friday starting at 1 pm and Saturday at 8 am** to set up for the event. **Please have your display setup by 4:00 pm on Friday and 10 am on Saturday. The Depot doors will open at 5 pm on Friday and at 11 am.** We ask all participants to please have their belongings out of the Depot by **9:00 pm** Saturday night. Tables and chairs will be provided, however you as a vendor are responsible for bringing your own table/booth decorations. You will be assigned a booth number and will be asked to please respect the space of those around you. The City of Ringgold will not be held responsible for any lost, broken, or stolen items.

By signing this form, you understand the terms and agreements listed above, and also agree to stay through the duration of the event. Packing up before the event has ended will eliminate you from the list for the other vendor events.

Name (please print) _____

Company Name: _____

Signature: _____ Date: _____

OFFICE USE

Date Rec'd _____ Amount _____ Cash _____ Check # _____