

*2021 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. 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 3<sup>rd</sup> from 5-9 pm and Saturday, December 4<sup>th</sup> from 10 am – 5 pm.**
- **We will have the event at both the Ringgold Depot AND in the Ringgold Market Pavilion. Venue will be assigned to you; preferences will not be taken into consideration. Santa will be in the area of the Ringgold Market Pavilion.**
- **Cost for vendor booth is \$75.00 for both days for an 8 X 8 space. Vendors will be allowed to start setting up for the event Friday starting at 1 pm. Please have your display setup by 4:30 pm on Friday. The Depot doors will open at 5 pm on Friday and at 10 am on Saturday. We will give vendors 2 hours to have all items packed up after closing on Saturday.**
- **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 and will be asked to please respect the space of those around you.**

- **You may NOT bring any items or furniture that will damage the Depot floor or hang anything on the wall behind you. Vendors with larger items will be in the Pavilion area.**
- **The City of Ringgold will not be held responsible for any lost, broken, or stolen items.**
- **You will be contacted the week before the event about any other details.**

*By signing this form, you understand the terms and agreements listed above, and also agree to stay through the duration of the event.*

*NOTE\*\*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 # \_\_\_\_\_