

2019 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 6th** from **5-9 pm** and Saturday, **December 7th** from **11 am - 7pm. We will have the event at the Ringgold Depot AND in the Ringgold Market Pavilion.** 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 to start setting up for the event **Friday starting at 1 pm. Please have your display setup by 4:00 pm on Friday. The Depot doors will open at 5 pm on Friday and at 11 am on Saturday.** We ask all participants to please have all items packed up and gone 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 and will be asked to please respect the space of those around you. You must not bring any items or furniture that will damage the Depot floor. 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.

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 # _____