PORT OF WOODLAND PRESENTS

Riverfront Bazaar and Bonfire

VENDOR PACKET AND APPLICATION

A winter celebration on the Columbia River

Join us for a festive outdoor evening of holiday shopping, food and beverages, warm fireside seating, caroling, and the Christmas Ships. Please review the vendor rules and complete the application on page 3.

DECEMBER 12 | EVENT BEGINS AT 4 P.M.

Columbia Riverfront RV Park
1881 Dike Road, Woodland

Christmas Ships
Parade 7 P.M.

Vendor check-in, setup time, and event closing time: to be confirmed by the event team.

Vendor fees

CRAFT / SALES
$40

FOOD & BEVERAGE
$75

Booth fees are due with the application.

Prepare for an outdoor winter event

Bring your tent, tables, chairs, tent weights, inventory, signage, and supplies. Recommend bringing some type of lighting as well. Bring outdoor-rated cords if using electricity, required permits, and proof of insurance or a signed waiver. Food vendors must carry insurance.

Questions and application contact

Pam Chace | 360-225-6555 | pchace@portofwoodland.com

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Vendor rules

PLEASE REVIEW BEFORE COMPLETING YOUR APPLICATION

01 Booth fees

Food and beverage vendors: $75. Craft/sales vendors: $40. Booth fees are due with the application.

02 Vendor responsibilities

Provide your own tent, tables, and chairs. Anchor tents safely, maintain a clean and safe booth, and provide your own payment system.

03 Setup and breakdown

Set up at your assigned time and participate for the full event. No early teardown is permitted. Clean your space before leaving.

04 Sales and checkout

Vendors handle their own sales.

05 Permits and compliance

Food vendors must meet applicable regulations. Bring all required licenses and permits.

06 Liability

Vendors assume all risk associated with participation in the event.

07 Cancellation and refunds

Cancellation 14 or more days before the event: full refund. 7-13 days before: 50% refund. 6 or fewer days before: no refund. If the organizer cancels the event: full refund.

08 Weather

The event proceeds rain or shine unless severe weather requires cancellation. Prepare for outdoor winter conditions.

09 Electricity

Electricity is limited. Bring outdoor-rated cords if you will be using power.

10 Insurance and waiver

Provide proof of insurance or a signed waiver. Food vendors must carry insurance.

Vendor support

Contact Pam at 360-225-6555 or pchace@portofwoodland.com.

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Vendor application

COMPLETE DIGITALLY OR PRINT AND WRITE CLEARLY

Riverfront Bazaar and Bonfire | December 12, beginning at 4 P.M.
Columbia Riverfront RV Park, 1881 Dike Road, Woodland

Business name

Contact person

Phone number

Email address

Website or social media

Vendor type | Select one

- ☐ Craft / sales ($40)
- ☐ Food & beverage ($75)

Items to be sold

Number of booths

Total booth fee ($)

Electricity needs, if any

Insurance or waiver | Food vendors must carry insurance

- ☐ Proof of insurance provided
- ☐ Signed waiver provided

By signing below, I acknowledge the vendor rules in this packet and the vendor assumption of risk.

Vendor signature

Date

Return your completed application to Pam at pchace@portofwoodland.com.
Questions or payment arrangements: call 360-225-6555.