



North Highlands Recreation and Park District
Special Event Vendor Application

Event: **Halloween Extravaganza and Costume Parade**

Location: **NHRPD Community Center (6040 Watt Ave.)**

Date: **Saturday, October 27** Time: **10:00am-12:00pm**



Thank you for your interest in becoming a vendor for: **Halloween Extravaganza and Costume Parade**. Please read this sheet carefully, it should answer any questions you may have about becoming a vendor for this event. If you have additional questions, please contact Sarah Musser at (916) 332-7440 or sarah@nhrpd.org.

1. Vendor Fee: \$25
2. The event takes place on Saturday, October 27th from 10:00am-12:00pm at the North Highlands Recreation and Park District Community Center (6040 Watt Ave.).
3. This event is an indoor and outdoor event and will be held rain or shine. Vendors may choose between setting up indoors or outdoors. In the event of inclement weather, the outside activities will be moved indoors.
4. Vendors are required to supply their own set up materials. Only a table and chair will be provided. Booth application must be submitted to NHRPD by October 24, 2018. All payments are to be made at the District Office located at 6040 Watt Avenue, North Highlands.
5. Vendors will be allowed to begin set up at 9:00am. Vendors must have booth area completely set up by 9:45am. Event begins at 10:00am. Vendors are responsible for their own set up and take down of their own area. At the end of the event, spaces must be left clean and free of all items.
6. Vendors may not sell food or drink. (You may bring food and drink for your own consumption)
7. Electricity is not available.
8. There will be no refunds given for any reason.

Business Name: _____

Contact Name: _____

Phone Number: _____

Email: _____

Preferred Booth Location: Indoor Outdoor No preference

I have read and understood the event rules and policies: _____

Signature