

Dear Vendor,

Please accept our invitation to be part of the Riverwalk Festival. The booth fee will be \$80/Chamber Members & \$120/Non-Chamber Members for Friday night and Saturday - \$20 extra for electric. Festival Attendance 10,000 to 15,000 visitors, depending on the weather!

Commercial Vendors: Friday, July 7 and Saturday, July 8, 2023
Friday evening hours: 5:00 PM – 9:00 PM
Saturday hours: 10:00 AM – 4:00 PM

Check our website at www.riverwalkfestival.org for a complete schedule of events.

Sincerely,
Lowell Area Chamber of Commerce

Guidelines for Commercial Vendor Application

- All displays must be tasteful and neat
- Exhibit areas are **10' wide** and power is available upon request. We reserve the sole right to assign spaces. You will be notified of your booth space at Riverwalk. Weather is not a condition for a refund
- As a thank you to our participants, free coffee and donuts will be provided, 8 – 9 AM in the Chamber Office on Saturday
- Due to location of exhibit area, you **CAN NOT** work out of the back of vans, cars, or trailers
- **Designated Vendor parking is provided and will be enforced**
- Booths must be fully set up when show begins at **5:00 PM Friday**
- You must notify LACC by June 20 of cancellation to receive a 50% refund (616) 897-9161
- Vendors are responsible for collection of their own sales tax and for acquiring a sales tax license
- Security will be provided for Friday night
- Booth fee must accompany application along with self-addressed, stamped envelope
- Credit Cards accepted, form provided below (Discover, MasterCard and Visa)
- Submit complete description of exhibit and sale items for approval by the Riverwalk Committee
- **Application deadline: TUESDAY, MAY 16, 2023**

Commercial Vendor Application - \$80 Chamber Members & \$120 Non-Chamber Members
 \$20 extra for electric service

Business Name: _____

Contact Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

E-mail: _____ **Phone:** _____

Website: _____

Description of Exhibit: _____

Name as it appears on the card _____ **Credit card number** _____

Credit card billing address _____

Credit card security # (3 or 4 digit number on back) _____ **Expiration Date** _____

Visa MasterCard Discover

Please send application and check to: **LACC, Commercial Vendor – PO Box 224 – Lowell, MI 49331**
Fax Application and Credit Card info to (616) 897-9101 or email info@lowellchamber.org