

Dear Nonprofit Vendor,

Please accept our invitation to be part of the Riverwalk Festival. If you are a **Member of the Lowell Area Chamber of Commerce your booth fee is FREE for Friday night and Saturday** (Non-Chamber Member is \$100). Please be sure to read all the rules below. Festival Attendance 10,000 to 15,000 visitors, depending on the weather!

**Non-Profit Vendors: Friday, July 12 and Saturday, July 13, 2024**  
**Friday Evening Hours: 5 PM – 9 PM**  
**Saturday Hours: 10 AM – 4 PM**

Thank you for participating and we look forward to seeing you at the Riverwalk! Check our website for a complete schedule of events [www.riverwalkfestival.org](http://www.riverwalkfestival.org).

Sincerely,  
Lowell Area Chamber of Commerce

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Guidelines for Non-Profit Vendor Application

- All displays must be tasteful and neat.
- Exhibit areas are **10' wide**. We reserve the sole right to assign spaces. You will be notified of your booth space at Riverwalk.
- 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/volunteer parking is provided and will be enforced.**
- Booths must be fully set up when show begins at **5 PM Friday**.
- You must notify LACC by June 14 of cancellation (Non-Chamber Members will 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. LACC is not responsible for loss or damage.
- Non-profit vendors are prohibited from selling food items or beverages. Food and beverage giveaways must be approved by the Riverwalk Committee in advance.
- **Submit complete description of exhibit and sale items for approval by the Riverwalk Committee.**
- **Application deadline: TUESDAY, MAY 14, 2024.**

**2024 Riverwalk Festival Nonprofit Vendor Application**

Chamber Member FREE     Non-Member \$100.00

**Business Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**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, Non-Profit Vendor – PO Box 224 – Lowell, MI 49331**  
**Email Application and Credit Card info to [info@lowellchamber.org](mailto:info@lowellchamber.org)**

[www.riverwalkfestival.org](http://www.riverwalkfestival.org)