



## North Highlands Recreation & Park District Special Event Vendor Application

Event: **Halloween Extravaganza**

Location: **Kay F. Dahill Community Center**

Date: **Saturday, October 15th, 2022 from 10:00am to 12:00pm**

Thank you for your interest in becoming a vendor for: **Halloween Extravaganza**. 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 Rachel Robertson at (916) 332-7440 or [rachel@nhrpd.org](mailto:rachel@nhrpd.org).

1. The event takes place on **Saturday, October 15th, 2022 from 10:00am to 12:00pm** at the **Kay F. Dahill Community Center Parking Lot** and will be held rain or shine.
2. Vendor Fee: \$30 (**Due at time you sign up**). Vendor application must be submitted through our online registration system [nhrpd.org/special-events](http://nhrpd.org/special-events).
3. Vendor booths must have an interactive component.
4. Vendors are required to supply their own event materials and are responsible for their own set-up and take down of their area. Only a table and chair will be provided.
5. **Vendors will be allowed to begin set up at 9:00am**. Do NOT arrive earlier as NHRPD staff need to do their set-up beforehand. **Vendors must have booth area completely set-up by 9:45am**.
6. Vendors may not sell food, drink, or goods.
7. Electricity is **not** available.
8. There will be no refunds given for any reason.