



Dear Vendor,

We are contacting you today because you provide a valuable service and product to our community, and we want to offer for your business to be a vendor at our upcoming **Pop-Up At The Park** this May. We are hosting this event on May 25-26, 2024, in the Ritzville City Park.

Our purpose as a Chamber of Commerce is to support businesses in our area; and that support is not limited to brick-and-mortar businesses. Pop-Up At The Park is to allow opportunities for businesses to have a physical stand, and be able to provide in-person promotions of your products in a casual setting. This is our third year hosting this event, and we hope to showcase businesses and artists at this event.

We are asking for each vendor to pay a \$40 booth fee to reserve space at the park and to be listed on all promotional materials created by Ritzville Area Chamber of Commerce surrounding this event. We will be promoting this event on social media and our website, and through press releases to surrounding media outlets.

Each vendor is responsible for providing their own table, pop-up tent, and materials to display their product. If you require a power source, please contact us via phone or email. Booths requiring power will be charged \$60 total. We have a limited amount of power sources available, which will be reserved on a first-come, first-serve basis.

Vendors are welcome to set-up booths on Friday, May 24, or on Saturday morning. Booth set-up must be completed by 9 a.m. on Saturday, May 25.

Event hours are from 10 a.m. - 6 p.m. on Saturday, and 10 a.m. - 2 p.m. on Sunday.

For general information requests, please contact us via email at [ritzchamber@gmail.com](mailto:ritzchamber@gmail.com), or via phone at 509-659-1936.

Vendor forms and payment can be mailed to: PO Box 122, Ritzville WA 99169.

We hope you will join us as a vendor for our Pop-Up Shop event! Thank you for being a valuable asset to your community, and providing high-quality products to consumers.

Sincerely,  
Ritzville Area Chamber of Commerce