



**FRIDAY, MAY 24, 9AM-5PM & SATURDAY, MAY 25,
9AM-5PM**

1. Your payment reserves your space. Spaces are reserved on a 1st come 1st served basis – not on your past participation. Your check/cash will be deposited and is **not refundable** except under extraordinary circumstances. ZEFFY (a PayPal type venue but for nonprofits) is the easiest for us.
2. Please do not indicate "SAME AS LAST YEAR" for your space. A map is provided and space numbers have changed over the last several years. Additional spacing due to covid, different volunteers handling the event, etc. Please do not assume the space you had last time is still numbered the same.
3. We ask that you continue to respect those who are compromised or uncomfortable around people without a mask. If a customer is wearing a mask, you might ask if they want you to wear a mask during their transaction. Sanitized gel at each vendor's table is a request - not a requirement.
4. We will have volunteers on the courtyard to provide any assistance that you may need, such as someone to watch your table so you can take a quick bathroom/lunch break.
5. Vendor space for Ripley On Sale is \$30/space for a 2 day event which is the equivalent of \$15/day. Cost for a 2nd 10x10 space to \$20 for the two day event. We have been made aware of groups that have rented the main space for \$30 and then added additional spaces, giving those spaces to other vendors to save money. This is not fair to those that follow the rules. If MSR is made aware that more than one vendor occupies spaces rented under one name, those vendors will not be allowed to participate in future events.
6. There is an extra charge of \$5 for electricity. **YOU MUST HAVE AN OUTDOOR EXTENSION CORD** - no house cords are allowed. **PLEASE DO NOT "SHARE" YOUR ELECTRICITY.** It is only fair to those that pay \$5 more. Please do not bring fans. The Alpine will be open as a hospitality center where you can cool off and take a break if you need. We **WILL** monitor the courtyard for those who have paid for electricity and those who are sponging. **ELECTRICITY IS LIMITED AND ALLOWED ONLY IN CERTAIN SPACES, AND IS NOT GUANTEED.**
7. **NO USED CLOTHING ALLOWED.**
8. **FOOD PRODUCTS MUST BE PRE-APPROVED - no electrical appliances** (hot plates, warmers, popcorn machines, etc) are permitted. Vendors may **ONLY** sell packaged items such as baked goods. We have agreements with our health department for approved food vendors and we do not want any competing foods being sold. **"BAKE SALE" TYPE FOODS ONLY!** Your selling of anything other than cottage industry approved items, such as Bake Sale type products brings the health department factor into the situation. Please respect this request for packaged items only.
9. There will be no signup/sign-in table. Your space number will be emailed to you. Someone will come around to you and check you in. Find your assigned space. There will be people to help.
10. You can begin setting up on Thursday evening, **after 5:00** or Friday (Saturday) beginning at 6:30AM
11. There will be no night security provided. Main Street Ripley is **NOT** responsible for the safety of your products. It is suggested that you cover your products with tarps and/or lower your pop-up down to cover

your products when you leave on Friday. The Sheriff's office is adjacent to the courthouse lawn. We have not had an incident in the time we have sponsored this event.

11. VENDORS MAY PARK IN THE METERED PARKING ON THE STREETS ONLY DURING SETUP. ONCE THE EVENT HAS STARTED, YOU WILL BE ASKED TO MOVE YOUR CAR TO OTHER PARKING LOTS. We can not emphasis this enough. If you want buyers, then don't park in their spaces. When buyers see nowhere to park, they drive away.

12. MSR will provide a hospitality room FOR VENDORS ONLY at the Alpine Theatre. This will include a cool office space to rest and a private bathroom. Bathrooms will be open this year under the front stairs of the Courthouse.

13. Main Street Ripley, the Jackson County Courthouse, and the City of Ripley will not be responsible for any lost, stolen or damaged merchandise.

The City of Ripley requires a Hawker, Solicitor, Peddler Merchant License. A copy of this license is included in this packet. This is in reference to City Code No. 715.27. This is a separate communication with the City of Ripley. If you have questions or need further information contact Chris Pecka, the Ripley City office, at 372-3482 - Ext 218.

VENDOR RESPONSIBILITIES

Vendors are responsible for bringing all necessary items, including an extension cord for those registered for electricity access. MSR is only providing the 10x10 space.

WE HAVE A SHORTAGE OF ELECTRICAL OUTLETS/ENERGY – only those who have paid for electricity will be allowed access. **THIS WILL BE MONITORED!** If you plan to use a fan – plan to pay the extra \$5. **EXCESS CORDS RUNNING AMUCK IS DANGEROUS AND THIS WILL BE MONITORED THIS YEAR!! NO HOUSEHOLD CORDS – CORDS MUST BE FOR OUTDOOR USE!**

Vendors are responsible for setting up, breaking down and cleaning the area around their own space. This includes taking trash to trash receptacles.

SETUP TIMES:

Thursday, May 23 | 5 PM-8 PM - Absolutely NO setup allowed prior to 5 PM. Friday, May 24 & Saturday, May 25 | 6:30 AM - 9 AM

PARKING:

Parking on the grass is prohibited.

Vendors may park in the metered spaces along the Courthouse Square while unloading and loading their vehicles **ONLY**. **After unloading, you must move your vehicle to an available parking lot nearby. DO NOT PARK ON THE GRASS!**

HOSPITALITY/FOOD:

Bathrooms will be open for public use in the Courthouse throughout the event.

Food vendors will be open to the public.

The Alpine Theatre will be open **TO VENDORS** as a Hospitality Room for taking a break and enjoying some air condition. You are welcome to bring your lunch or snack in to eat in the cool theater. Water will be available here.

SECURITY:

Boy Scouts **MAY** be available to spend the night on the Gazebo and playing Spot Light (all night) to serve as security Friday night. Please note that if you set up on Thursday evening, there will be no security that night. Should you need assistance during the event, call 304-372-1637. You will see our Main Street Ripley Teens helping throughout the day wearing orange safety vests. Other adult volunteers will be visible throughout the event. They are there to assist – just ask.