

Believe it or not, it's time for Ripley On Sale (MAY 22-23)!

The 2020 Ripley On Sale registration is open.

You are receiving this letter because we would love to see you share your talent, passion, and treasures at this year's event!

Enclosed with this letter you will find information and the registration form for this year's event. Please review all the information, complete and sign the registration form, and mail it in - with payment - as soon as possible.

Please read carefully, as changes have been made from last year's event. These changes are meant to make this event as enjoyable as possible for you and your customers.

Also, please note that payment must be mailed to PO Box 307 or dropped off to the Main Street Ripley office located at 109 North Court Street, Ripley, and that reservations of spaces are not official until payment has been received in the Main Street Ripley office. Each year we try to accommodate your desired space. Sometimes, it's just not possible, so please work with us and make this enjoyable for everyone.

Please be aware, this event is brought to you through many "donated hours of volunteers" working hard to make this event a success. From the Main Street Ripley Teens working to assist you during the event; our Main Street Ripley volunteers who create the online registration and manage the responses, working to accommodate your desired location; to the Boy Scouts and leaders who stay up all Friday night on the courthouse lawn to keep an eye on your products --- this is a totally volunteer driven event. Please take this into consideration when checking in. Ripley On Sale is a true example of volunteerism at work!

If you have any questions, please call 304-372-1637, Tuesday – Thursday from 10 to 2 – to talk to Sally (the volunteer manning the office). Also please note that the office is more often than not, open everyday except Fridays. The posted hours are reserved just for your convenience. Or you can directly contact Helen (the volunteer handling your registration) via email ripleyonsale@mainstreetripley.org.

Thank you for supporting Main Street Ripley!

**Sincerely,
Sally Blessing
Interim Program Manager
Main Street Ripley**



EVENT INFORMATION

FRIDAY, MAY 22, 8 AM - 6 PM & SATURDAY, MAY 23, 8 AM - 5 PM

The cost for each 10x10 space is \$30. This covers both days of the event (only \$15/day)

Electricity for a space can be provided upon request. This requires an additional \$5 charge per space. If you need a fan, the \$5 charge applies to you!

■ SPACES WILL NOT BE RESERVED UNTIL PAYMENT IS RECEIVED BY MAIN STREET RIPLEY.

■ VENDORS WHO ATTENDED LAST YEAR – WE WILL MAKE EVERY EFFORT TO GIVE YOU THE SAME SPACE YOU HAVE HAD IN THE PAST. PLEASE UNDERSTAND SOMETIMES THIS CAN'T BE ACCOMMODATED.

■ SETUP and SIGN-IN will begin at 6:30 AM each morning. Thursday evening setup is allowed, however you cannot arrive and set up before 5:00 PM.

■ There will be no security provided Thursday night. We do have security for Friday night. Security consists of Boy Scouts who stay the night on the Gazebo to keep an eye on things. Main Street Ripley is NOT responsible for the safety of your products. The Boy Scouts are not responsible for your products. It is suggested that you cover your products with tarps or lower your pop-up down to cover your product when you leave on Friday.

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 emphasize this enough. If you want buyers, then don't park in their spaces. When buyers see no where to park, they drive away.

MSR will provide a hospitality room FOR VENDORS ONLY. This will include a cool office space to rest and a private bathroom.

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.

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

EVENT INFORMATION

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!!
- Vendors are responsible for setting up, breaking down and cleaning the area around their own space. This includes taking trash to trash receptacles.
- Vendors must have submitted all necessary paperwork, including a signed release form, prior to 8 AM on Friday, May 22.

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 - 8 AM

SIGN-IN:

- All vendors will receive an email with their assigned space and a map.
- Someone from the Main Street Ripley organization will be around to your site to check you in.
- All fees and paperwork MUST be completed before the event.

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 entire event.
- Food vendors will be open to the public and located by The Gazebo.
- The Main Street Ripley office will be open TO VENDORS as a Hospitality Room for taking a break and enjoying some air conditioning. You are welcome to bring your lunch or snack in to eat in the air-conditioned office. Water will be available here.

SECURITY:

- Boy Scouts 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 304-437-1883. 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.

VENDOR INFORMATION

NAME:

ORGANIZATION:

ADDRESS:

EMAIL:

PHONE:

OF SPACES NEEDED: REQUESTED SPACE #:

WILL YOU NEED ELECTRICITY? ***EXTRA** FOR HOW MANY SPACES?

\$5 CHARGE PER SPACE*

AMOUNT & METHOD OF PAYMENT:

Mail registration form and payment to:

**MAIN STREET RIPLEY
P.O. BOX 307
RIPLEY, WV 25271**

Make checks payable to:

MAIN STREET RIPLEY

**Note "Ripley On Sale" in the memo
(and your space # if applicable)**

VENDOR AGREEMENT

I, _____ (Vendor's Name), have read and understand the information provided by Main Street Ripley regarding the regulations and procedures of Ripley On Sale and my responsibilities as a vendor at Ripley On Sale. By signing below, I agree to these terms.

**Vendor
Signature**

Date