

2nd Annual Pleasant Hill Railroad Days
Information and Application Packet
April 28th, 29th, 30th 2017

Friday Set Up 12-3:30pm Show starts at 4, Saturday 10am-8pm, Sunday 9am-4pm

1. **This event is Rain or Shine**
2. **Please ensure you have adequate weights for your tent you will be on asphalt so no stakes can be used. If you requested electricity please bring at least a 100 foot extension cord.**
3. The pocket guide will be offered again this year that will have advertising, layout and schedule of the events. It will also be placed around surrounding areas and businesses for people to pick up prior to the event and during the event. There will be copies in your vendor registration packet to have on hand. If you would like to advertise in this please mark that on your application and enclose the extra \$25.
4. The areas we will be utilizing for Railroad Days is Cedar Street, Boardman Street, Paul Street and Wyoming to the stop sign. We will be leaving 1st Street and Veteran's Pkwy open for parking this year. We ask that you park on other streets or lots besides those to help allow your customers easier access to the event.
5. **There is no tear down prior to Sunday at 4pm.** If you choose to do this you may not be allowed to return. There are no cars allowed in the event area during operating hours for liability issues.
6. There will be security on Friday and Saturday overnight from 8pm to 8 am.
7. You will receive an email letting you know your application and money have been received. Within the email will be the event page for Pleasant Hill Railroad Days 2017 that you can share with your friends and customers.
8. **The Friday of the event there will be an information booth to check in and receive your vendor packet and booth placement. Please note the times for check in begin at 12pm on Friday.**
9. There will not be duplicate direct sales vendors, applications will be accepted in the order they are received.
10. **Previous direct sale vendors from last year will have until October 31st 2016** to return applications with payment before we will take the next person in line and fill spots for direct sales.
11. There will be no refunds after **March 1st 2017** no exceptions.
12. **Deadline for all applications is February 1st 2017 to ensure you are placed in any advertising that includes vendor names. Any applications after this date we do not ensure that you will be in advertising.**
13. **Set up is Friday from 12-3:30pm no cars allowed in event area after 3:30pm.**
14. **If you or anyone in your party will be in need of any special attention due to disability or health concerns please indicate those on your application so the committee can try to accommodate.**
15. **\$30 charge for all returned checks**

We hope that you choose to join us on our 2nd year of Pleasant Hill Railroad Days. We have made some changes since last year and look forward to a successful event. If you have any questions or concerns please feel free to email or call and we will be more than happy to answer any questions you may have.

Hope to see you in April

The Pleasant Hill Railroad Days Committee

For problems or questions please email or call

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