



Dear Vendor:

The Riverbend High School Band Programs is hosting our second annual Holiday Vendor Fair on Saturday, November 11, 2023 from 10am-2pm in the Commons (cafeteria) at Riverbend High School. We would like to invite you to be a part of this year's event! Advertising will occur on social media, websites, emails, radio, and print to ensure the local community is well informed of the event.



#### Event Details

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**Date:** Saturday, November 11, 2023

**Location:** Riverbend HS Commons | 12301 Spotswood Furnace Rd, Fredericksburg, VA 22407

**Contact person:** Mindy Steiniger | [rhsbpavp@gmail.com](mailto:rhsbpavp@gmail.com)

**Suggested arrival time/booth set-up:** 8am

**Holiday Vendor Fair hours:** 10am-2pm (all indoors)

**Participation fee:** \$75 for each 10x10 booth space

If you would like to participate, please complete the attached vendor form. Space is limited and available on a first come, first serve basis.

You will be responsible for the set-up and tear down of your area. There will be no additional volunteers to help with these duties. Spaces will be assigned at the POC's discretion; however, requests will be considered and fulfilled if possible.

For further information or questions, please email Mindy Steiniger ([rhsbpavp@gmail.com](mailto:rhsbpavp@gmail.com)). Thank you for your consideration in supporting our event!

Respectfully,

**Jessica Cottet**

President

Riverbend HS Band Parents Association



## VENDOR SIGN-UP FORM

**YES!** Our business would like to sign-up for a vendor spot at the RHS Bands Holiday Vendor Fair.

\_\_\_\_\_ Holiday Vendor (\$75 per each 10x10 space)

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Company/Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please pay online by scanning the QR code:



Email completed form and your high-resolution logo to: [rhsbpavp@gmail.com](mailto:rhsbpavp@gmail.com).

Mindy Steiniger, Vice President  
Riverbend High School Band Parents Association (RHSBPA)  
12301 Spotswood Furnace Road  
Fredericksburg, VA 22407

**ALL VENDORS MUST BE CONFIRMED NO LATER THAN November 1, 2023.**