

BLACK EXPO VENDOR GUIDELINES

Preparation Center - 2818 E Fourth Plain Blvd, Vancouver, WA
contact@thefoundationwa.org

EVENT OVERVIEW

The Foundation WA is proud to host the Black Expo Vendor Market at our Preparation Center location every weekend until further notice. This event is designed to uplift and support local Black-owned businesses and entrepreneurs by offering a space to promote their products and services.

1. SCHEDULE

The vendor market takes place every weekend (Saturday and Sunday). Each weekend will host up to 10 vendors, with one space reserved for a representative of The Foundation WA.

- Every Weekend from September 13th – October 18th
- Set-Up Time: 9:00 AM – 9:45 AM
- Market Hours: 10:00 AM – 5:00 PM
- Tear-Down: 5:00 PM – 6:00 PM

Please arrive on time. Late setup or early breakdown may affect your participation in future events.

2. BOOTH INFORMATION

- Each vendor will be provided one (1) 6-foot table and two chairs.
- Vendors may bring a small tablecloth or banner to decorate their space.
- No additional tables or display racks allowed without prior approval.
- No electricity access is provided, so please plan accordingly.

3. PAYMENT & FEES

Vendor space must be paid in full to confirm your reservation:

Business Vendor Rates:

- \$35 for one day (Saturday or Sunday)
- \$60 for both days of the weekend

Food Vendor Rates:

- \$75 for food vendors for one day (Saturday or Sunday)
- \$140 for food vendors for both days of the weekend

Payment is due upfront by ****check/money order only****.
Include your business name and date of participation in the memo line.
No refunds for cancellations.

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4. REQUIREMENTS

- A copy of your valid vendor permit must be submitted with your application.
- If you are unable to upload your permit via the application form, please email a copy to: contact@thefoundationwa.org as soon as possible.
- Vendors must comply with local regulations regarding health, safety, and sales.
- All setups must be completed by market opening and cleaned up by closing.
- Vendors are responsible for their own displays, equipment, and transaction systems.

5. CLEAN-UP & CONDUCT

- Vendors are responsible for cleaning their area at the end of the day.
- Trash and product packaging must be disposed of properly.
- Be respectful to all attendees and vendors — this is a family-friendly, community-centered event.
- The Foundation WA is not responsible for lost, damaged, or stolen property.

6. CONTACT

To sign up or ask questions, please email: contact@thefoundationwa.org
Spaces are limited and will be filled on a first-come, first-served basis.

7. ACKNOWLEDGMENT

- ☐ I acknowledge that I have read, understood, and agree to the Black Expo Vendor Guidelines. I understand that my vendor spot is only confirmed after full payment and submission of required documents (including a valid vendor permit). I agree to comply with all rules, payment terms, and event policies as outlined.

VENDOR NAME (PRINTED): _____

SIGNATURE: _____

DATE: _____