

Todd Iwema, Lee Vendor Letter, Period #2
September 18, 2017



Village of Apple Park



15 Center Street, Horizon, MT 33568 • Phone: (870) 555-4400 • Email: applepark@world.com

October 2, 2017

Ms. Tamara Lee
Tam's Artistic Designs
1587 Willow Road
Juniper, MT 33522

Dear Ms. Lee:

The park district board has approved the vendor application for your business, Tam's Artistic Designs. Your check for \$150 for a 10 x 20 booth has been deposited, and we are excited that you will be participating in our Fall Festival. The table below outlines the timetable for vendors:

Vendor Timetable		
Activity	Event Dates	Times
Booth Setup	Friday, October 27	5:00 to 9:00 p.m.
Booth Sales	Saturday, October 28	9:00 a.m. to 6:00 p.m.
Booth Sales	Sunday, October 29	9:00 a.m. to 3:00 p.m.
Booth Takedown	Sunday, October 29	3:00 to 7:00 p.m.

Please note the following vendor guidelines:

- Vendors must bring their own tables and chairs.
- Vendors must supply their own electrical cords.
- Vendors shall comply with fire, safety, and health regulations.

We also request that all vendors donate one item from their booth to our fundraising efforts. We look forward to your business, Tam's Artistic Designs, taking part in our event. Please contact me if you need additional information.

Sincerely,

Camden Ackerman
Park District Events Coordinator