



Ponderay Neighbor Day Vendor

The Ninth Annual Ponderay Neighbor Day event will take place Saturday, September 13, 2025 (1-6pm) at Ponderay's "Harbison Field" behind the Hoot Owl on Hwy 200.

Ponderay Neighbor Day is a celebration of our communities' connections including shoreline access, the Pend d'Oreille Bay Trail, Field of Dreams and existing/future trails.

The City of Ponderay is hosting this great community event and would like to invite **you or your business** to participate as a vendor at Ponderay Neighbor Day 2025 and support efforts to promote our connections.

The event will include a full promotional campaign. There will be pony rides, live music, inflatables, kids' crafts, many food vendors, beer and more! Creating a fun-filled event the public won't want to miss.

Please support your community by becoming a vendor at our **biggest community event of the year!** Becoming a vendor at **Ponderay Neighbor Day** is easy and is a great way for businesses to support our community and raise awareness for your own business. You can connect with local consumers, driving them back to your store or service. This is an excellent opportunity to offer coupons, promote a new line or service or generate goodwill with free giveaways. Booths are limited and will fill up fast. **This year we will be collecting a \$50 deposit to reserve your booth. This fee will be held and returned to all vendors that attend on the day of the event.** Please Make Checks Payable to: **City of Ponderay**

Please contact Kayleigh Miller at Ponderay City Hall, with any questions at klmiller@ponderay.org or 208-265-5468.

Thank you very much. We look forward to **your** participation in this community event on September 13, 2025.

All vendors will receive event directions in advance of the event. Vendors must be set up and ready by 12:30 pm September 13, 2025.



Vendor Information

Company _____

Contact Person _____

Address _____

Email _____ Phone Number _____

Type of Products to be sold or activity to be provided _____

Please tell us about any discounts or giveaways you will be offering? _____

Size of space needed for tent/truck _____

If you are a food truck, what side is the service window on? _____ Driver _____ Passenger _____

Will you have a generator or anything that will make a considerable amount of noise? *(There will be a band and ponies, etc., making placement for vendors important)* _____ Yes _____ No

Do you need access to electricity? _____ If yes, please tell us about your power needs (i.e. 110/220, extension cords, etc) _____

If 220 power is needed, please submit a photo of your power cord plug in.

Food Vendors: Please contact Panhandle Health District in advance of the event to ensure that you have the necessary permits/license in place. We will provide PHD with a list of food vendors 72 hours in advance of the event so that they can verify compliance. All food vendors (other than the self-contained food trucks, ice cream and shaved ice) need to be inspected by PHD.

Please sign confirming you have read above and agree to terms: _____

This year we will be collecting a \$50 deposit to reserve your booth. This fee will be held and returned to all vendors that attend on the day of the event. Please note, vendor cancellation or failure to otherwise participate in the event will result in a forfeited deposit. Forfeited deposits will be applied to the event as a donation.

Please Make Checks Payable to: **The City of Ponderay**

Please return vendor registration and deposits to Ponderay City Hall or by mail to Ponderay City Hall, P.O. Box 500, Ponderay, ID 83852