



Holiday Home & Craft Shoppe Exhibitor Application Form - 2017

Name: _____ Business/Company Name: _____
 Phone: _____ Email: _____
 Address: _____ City, State, and Zip: _____

Detailed description of your items. *(Items are juried for quality selection...no bakery and/or garage sale items)*

Please include photos or website where product images can be found **Items of Note/Special Requests** *(not guaranteed)*

<u>Costs</u>	
_____	\$35 – per 8’ space (does not include table/chairs)
_____	\$15 – add 8’ table and 2 chairs
_____	\$5 for electrical outlet (limited availability)
_____	Total enclosed
<i>*Check or money order only. All made payable to OCC.</i>	

You'll receive a confirmation invoice via email once your application is approved. Post-date checks will not be accepted. \$50 charge on any returned checks to cover administration and bank fees. Applications must be mailed with payment to the following address: **Olmsted Community Center, 8170 Mapleway Drive, Olmsted Falls, OH 44138.**

Applications are reviewed on a first come, first serve basis.

- **Date & Time:** Saturday, November 11, 2017. 9 a.m. - 4 p.m. Setup 7:30 a.m. – 8:45 a.m. (must be completed before 9am). Breakdown 4 p.m. – 6:15 p.m. (Breakdown must be completed by 6:15p.m.) **NO EARLY BREAKDOWNS.**
- **Location:** Olmsted Community Center, 8170 Mapleway Drive, Olmsted Falls, OH 44138
- **Setup:** The front and the back doors are available for entry and setup. Vendor spots are in locations leading up or down steps at the center.
- **Parking:** All exhibitors are encouraged to move their vehicles away from the front of the building to allow for ample room for guest parking.
- **Exhibitor Spaces:** All spaces are 8' and assigned on a first come, first serve basis when full payment has been received and final selection has been made by OCC.
- **Display:** Each exhibitor is responsible for their own setup and breakdown. If you bring your own table, table coverings are required. Chairs are available exhibitors renting tables. All products offered for sale during the show must be the same products approved during the selection process, and prices are to remain the same throughout the day. All exhibitors agree to maintain a clean and attractive area throughout the show. Exhibitors are responsible for removing all trash from their area and placing it in the appropriate disposal areas. No taping in the exhibitor space.
- **Admission:** Free
- **Food:** Onsite bake sale. Breakfast, lunch selections, snacks & beverages will be available for purchase. All food is cash only. Paid exhibitors will receive a free beverage coupon upon arrival for use that day (coffee, pop or water).
- **Liability:** Each exhibitor hereby releases the Olmsted Community Center (OCC) and or related property, their volunteers, contract workers and all other employees, from any and all liability arising from the participation in the show by an exhibitor, family member, employee, associate, supplier, etc. in any way and for any reason, including theft of property, accidents, personal injury, breakage of property or merchandise. The exhibitor also releases the OCC from any legal claims brought against the exhibitor for their participation in the show.
- **Refund Policy:** Absolutely no refunds shall be made for any reason after exhibitor space is paid for & accepted by the OCC. The OCC will do everything they can to promote this event, however, we cannot guarantee any specific turnout.

Signature: _____ Date: _____
Signature is required. By signing this application, you agree to all terms. The Olmsted Falls Community Center reserves the right to reject any application. It is strongly suggested you make a copy of the completed contract for your records.

FOR OFFICE USE ONLY Signed: _____ Date: _____ Check #: _____



Holiday Home & Craft Shoppe Exhibitor Application - 2017

Important Information & Reminders

Date & Time

- Saturday, November 11, 2017. 9 a.m. - 4 p.m.
- Setup 7:30 a.m. – 8:45 a.m. (must be completed before 9am).
- Breakdown 4 p.m. – 6:15 p.m. (Breakdown must be completed by 6:15p.m.)
- **NO EARLY BREAKDOWNS**

Location

- Olmsted Community Center, 8170 Mapleway Drive, Olmsted Falls, OH 44138

Setup

- The front and the back doors are available for entry and setup.
- **Vendor spots are in locations leading up steps at the center. While OCC may have volunteers that day who can help with your setup, vendors are encouraged to be self-sufficient.**

Parking

- All exhibitors are encouraged to move their vehicles away from the front of the building to allow for ample room for guest parking.
- Please be courteous to those who are coming to shop for your items and provide them additional space to park.

Exhibitor Spaces

- All spaces are 8' and assigned on a first come, first serve basis when full payment has been received and final selection has been made by OCC.
- Only spaces that have paid for tables will receive tables and chairs. The OCC must rent these items and cannot provide them without cost.
- **If a vendor fails to include table rental on their application, but needs it, they will be required to pay the OCC for a table if extra tables are available. OCC cannot confirm availability of table's day of show.**

Display

- Each exhibitor is responsible for their own setup and breakdown. If you bring your own table, table coverings are required. Chairs are available exhibitors renting tables. All products offered for sale during the show must be the same products approved during the selection process, and prices are to remain the same throughout the day. All exhibitors agree to maintain a clean and attractive area throughout the show. Exhibitors are responsible for removing all trash from their area and placing it in the appropriate disposal areas. No taping in the exhibitor space.

Admission

- Free

Food

- Onsite bake sale. Breakfast, lunch selections, snacks & beverages will be available for purchase. All food is cash only. Paid exhibitors will receive a free beverage coupon upon arrival for use that day (coffee, pop or water).

Liability

- Each exhibitor hereby releases the Olmsted Community Center (OCC) and or related property, their volunteers, contract workers and all other employees, from any and all liability arising from the participation in the show by an exhibitor, family member, employee, associate, supplier, etc. in any way and for any reason, including theft of property, accidents, personal injury, breakage of property or merchandise. The exhibitor also releases the OCC from any legal claims brought against the exhibitor for their participation in the show.

Refund Policy

- **No refunds shall be made for any reason after exhibitor space is paid for & accepted by the OCC.**
- The OCC will do everything they can to promote this event, however, we cannot guarantee any specific turnout.
- Each exhibitor is asked to promote this event.



The Olmsted Community Center is a non-profit organization. All programs are independently owned and managed by individuals who support and volunteer for the mission of OCC in the Olmsted communities.

Hello friends of the OCC!

The Olmsted Community Center is proud to announce their Holiday Home & Craft Shoppe held on **Saturday, November 11^h from 9am – 4pm.**

We encourage all exhibitors to assist with the distribution of information to help advertise for your business. If you know someone who is a talented crafter or home party representative, please encourage them to participate in our Holiday Home & Craft Shoppe.

Lunch, snacks and beverages will be available for purchase that day from our concession stand.

Each vendor is asked to donate one of your items for our door prize raffle that day, with a value ranging at about \$10. We will be placing items in swag bags and raffling off. Each vendor and participant receives one ticket to enter a swag bag raffle, and can purchase more at the cost of \$1 each or 5/\$6. All proceeds go to support the Olmsted Community Center, a non-profit 501c3 organization.

Doors will open at 7:30am and all setup must be completed no later than 8:45am. Breakdown must be completed by 6:15pm, as there is an event at 6:30pm. The show runs from 9am-4pm. All tables must be covered. Signs will be placed on table for assignments prior to setup. Table assignments will be made by the OCC.

If you are a home party vendor, it is strongly encouraged that you get your application in sooner rather than later. We only accept one home party representative per company for this show and they are offered on a first come, first serve basis.

Please email office@olmstedcc.com for more information or additional questions you may have. We are excited and looking forward to seeing you on **Saturday, November 11th!**

We are looking forward to meeting you!

The Olmsted Community Center