



Holiday Thyme at the Falls - Exhibitor Craft Show Application Form - 2019

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*)

Costs

_____ \$50 – per 8’ space (**does not include table/chairs**)
_____ \$15 – add 8’ table and 2 chairs
_____ \$5 for electrical outlet (limited availability)

_____ **Total enclosed**

**Check or money order only. All made payable to OCC.*

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:** Preview Friday November 15, 2019 7 p.m. – 10:00 p.m. and Saturday, November 16, 2019. 9 a.m. - 3 p.m. Setup evening of Thursday November 14th from 6:00 to 9:00pm or Friday November 15th after 12:00p.m.; must be completed before 6p.m. on Friday November 15th. Breakdown 3 p.m. – 5:15 p.m. (Breakdown must be completed by 5:15p.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 6' x 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 for 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: Preview Friday November 15th - \$5.00. Will provide appetizers and a drink ticket. Saturday November 16th – Free.**
- **Food:** 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 #: _____



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Important Information & Reminders

Date & Time

- **PREVIEW Night** Friday November 15, 2019 7:00p.m. – 10:00p.m.
- Saturday, November 16, 2019. 9:00 a.m. – 3:00 p.m.
- Setup Thursday November 14th 6:00 p.m. – 9:00p.m. or Friday November 15th 12:00 p.m. – 6:00 p.m.. (must be completed before 6p.m.).
- Breakdown 3:00 p.m. – 5:15 p.m. (Breakdown must be completed by 5:15p.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 6' x 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

- **Preview Friday November 15th - \$5.00. Admission price will include appetizers and a free drink ticket.**
- **Saturday November 16th – Free.**

Food

- 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.



Hello friends of the OCC!

The Olmsted Community Center is proud to announce the Holiday Thyme at the Falls Craft Show will be **Saturday, November 16th from 9:00am – 3:00pm**. A preview night will be held on **Friday November 15th from 7:00 p.m. – 10:00 p.m.** Tickets for the preview are \$5.00 and will be available at the door the night of the event. The admission price includes appetizers and a drink ticket.

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 local food vendors.

Each vendor is asked to donate one of your items for our door prize raffle that day, with a value ranging at about \$10-\$15. 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 6/\$5. All proceeds go to support the Olmsted Community Center, a non-profit 501(c)3 organization.

Setup for the event can begin Thursday November 14th from 6:00 p.m. to 9:00 p.m. and Friday November 15th from 12:00 p.m. until 6:00 p.m. Breakdown must be completed by 5:15pm, as there is an event at 6:00pm. 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 Friday, **November 15th!**

We are looking forward to seeing you!

The Olmsted Community Center

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.