

## EVENT CONTRACT

### COMMUNITY MARKET at FALL FEST

OTTAWA COUNTY FAIRGROUNDS

Event times are Thursday Oct 2<sup>nd</sup> Noon to 7 pm, Friday Oct 3<sup>rd</sup> 9 am -4 pm and Saturday Oct 4<sup>th</sup> 9 am-Noon. Set up time will be 9 am Thursday and we will allow an hour for the tear down at the end of each day. Doors will be locked at night.

Space Fee: \$5.00 Table rental (8' tables) \$5.00 each – first come basis

**(You can bring your own tables and displays to avoid the table rent cost!)**

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WHAT YOU ARE  
SELLING:

AREA NEEDED: (\$5.00)

# TABLES NEEDED:

<input type="checkbox"/> Garage Sale Items	<input type="checkbox"/> Small (10' x 10' - one table)	<input type="checkbox"/> 1 (\$5.00)
<input type="checkbox"/> Craft Items	<input type="checkbox"/> Medium (12' x 10' –up to two	<input type="checkbox"/> 2 (\$10.00)
<input type="checkbox"/> Baked Goods	<input type="checkbox"/> tables)	<input type="checkbox"/> 3 (\$15.00)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Large (18' x 12'- 3 or 4 tables)	<input type="checkbox"/> 4 (\$20.00)

**TOTAL COST:(\$5 + Tables)= \$ \_\_\_\_\_**

PLEASE READ EACH ITEM AND INITIAL EACH ONE:

- Vendor agrees to pay **\$ 5.00 registration** and any needed table rental fees \_\_\_\_\_
- All fees for the space/tables are **due upon submittal** of this application. \_\_\_\_\_
- Vendors spot will not be reserved until the application and fees are paid in full. \_\_\_\_\_
- This event will not be cancelled due to weather conditions. \_\_\_\_\_
- There will be **no refunds** after payment has been submitted \_\_\_\_\_
- Vendors are responsible for anything needed to set up unless discussed prior. \_\_\_\_\_
- All vendors are responsible for set up and tear down **within time provided**. \_\_\_\_\_
- Electricity is available, but vendors must provide extension cords/power strips \_\_\_\_\_
- OCAS is not responsible for vendor property including money received at event. \_\_\_\_\_
- All items **must** be removed from the building on the last day. \_\_\_\_\_
- Vendors are responsible for taking away **all** unsold items. \_\_\_\_\_
- OCAS reserves the right to market your items before/during/after to include social media \_\_\_\_\_

TO RESERVE A SPOT FOR THIS EVENT, PRINT AND COMPLETE THIS FORM AND SEND TEXT MESSAGE IMAGE TO **(419) 266-1233** OR EMAIL IT TO **averslawn@yahoo.com**

AND SEND PAYMENT TO: Venmo account **@Peggie-Avers** or PayPal **averslawn@yahoo.com**

WE WILL BOOK YOU AS ATTENDING ONCE WE RECEIVE APPLICATION AND PAYMENT IN FULL.

ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT **PEGGIE** AT **(419) 266-1233**