



**Vendor Application for Parkman Township's Community House Fundraiser**  
**-- One Day Community Market Event -- Saturday, May 6, 2017**  
**Vendor Set-up 7 AM, Open 9 AM – 3 PM**

Vendor Name(s) \_\_\_\_\_

Business Name (if applicable) \_\_\_\_\_ Name to be printed on Table ID Card \_\_\_\_\_

Products Sold \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Website (if applicable) \_\_\_\_\_

**We are considering offering a raffle** as one of the Market Day events; would you be willing to donate one item/basket which represents your product(s) sold? This completely optional activity can help you market your product(s) while helping with our fundraising goals. A minimum value of \$15 (no maximum!!) is a guideline for your donated item(s).

\_\_\_\_\_ YES, I'd consider donating! (Interested vendors will be notified if Raffle is scheduled) \_\_\_\_\_ No, thanks.

**Please reserve: \_\_\_\_\_ space(s) - (max 2) Location Desired: See space descriptions on next page and/or floor plan.**

\_\_\_ Indoor (Main Level) \_\_\_ Outdoor (parking lot) \_\_\_ Indoor (Upstairs...for overflow and inclement weather only)

If available, please assign me with space number(s) 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

**Rental Fees:** \_\_\_\_\_ \$20. First Space, \$10.00, additional Space (limit 2 total spaces)

\_\_\_\_\_ \$10 Additional Fee Per Table Rented for Outside use

\_\_\_\_\_ \$10 Early set-up Fee (Friday May 5, must pre-schedule)

Your Total Cost: \_\_\_\_\_

**Special Provisions** please indicate any special accommodations that you request:

**Would you support future Markets like this? YES!!** \_\_\_ Seasonal \_\_\_ Monthly \_\_\_ Weekly \_\_\_ No Thanks \_\_\_\_\_

Comments: \_\_\_\_\_

***Your signature indicates that you have reviewed and will abide by the policies and procedures outlined on next page:***

Vendor Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Keep Page 2 for your Records, Mail this completed application and rental fee (payable to Parkman Township) to:**  
Meri Lynn Klingensmith, PO Box 628 Parkman, OH 44080

**Questions? Please contact Meri Lynn at 440-548-5548 or e-mail: [parkmancommunityhouse@gmail.com](mailto:parkmancommunityhouse@gmail.com)**  
*Information and copies of forms also available at the Parkman Community House and on-line at: [parkmanohio.com](http://parkmanohio.com)*

## **Policies and Procedures for Parkman Township's Community House Fundraiser**

**It is your responsibility to review, sign, and abide by the policies and procedures outlined below:**

1. Vendor applications will be accepted up to, and including Market Day on a first come, first served basis. Completing an application does not guarantee a space at our market event.
2. Vendor can request 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice for space preference; however final assignments will be scheduled by staff.
3. Cash, check or money orders are accepted for space rental. **Fee payment and completion of this application secures your reservation.** Returned checks may result in additional charges and/or revocation of rented Market space.
4. This market event will be held rain or shine. Refunds will not be awarded for cancellations within 7 days prior to event. (Cancellation policy is outlined on Rental Agreement/Contract).
5. Vendor set up begins no earlier than 7 AM, should be completed by the 9 AM opening, and your sales space(s) shall remain set up until the 3 PM closing. For the safety of vendors and customers, **NO SALES PRIOR** to the 9 AM opening.
6. Indoor Vendors wishing to set up Friday, May 5, prior to Market Day, may PREREGISTER for an additional \$10 fee.
7. Vendors must report to the check-in station (Community House Lobby) upon arrival and before setting up.
8. Indoor Vendors must unload vehicles promptly and then park only in designated area. Handicapped, customer and reserved outdoor vendor spaces must remain open.
9. Outdoor Vendors must park within their reserved space to unload. If Vendor does not wish keep vehicle in reserved space, vehicle must be moved and parked in designated area for the duration of market event 9AM – 3 PM.
10. Vendors who represent their business should follow their own licensing and tax requirements. We are not requiring vendor licensing for this one time Market event.
11. Vendors must remain within their rented space, not infringe on neighboring spaces, and keep foot traffic area open.
12. No sales or use of illegal items, drugs, alcohol, explosives, etc. allowed on premises. Vendors must get permission for questionable sales. Parkman Township staff reserves the right to refuse sales of items deemed inappropriate.
13. Vendors shall not sell any Perishable food items. Also, please **NO** sales of food or beverage intended for immediate consumption. Concession food and beverages will be offered through this Community House Market event.
14. Vendors should provide bags and properly wrap fragile items for customers' convenience and safety.
15. Vendors are responsible for creating an attractive display, keeping booth presentable, safe and sanitary throughout the event. Place trash in proper receptacles, and clean up any messes or spills. Parkman Township will provide cleaning supplies for your use and convenience. Tear down period begins no earlier than 3 PM and should be completed by 4PM. Vendors are responsible for completely clearing and cleaning their reserved space.
16. ***Your compliance to the above rules and regulations is appreciated in order to help Parkman Township preserve this historical building. Once your application is approved and payment received, you will receive confirmation via phone or email. Your space assignment and final contract, outlining our hold harmless laws, will be completed by Parkman Township Staff. You can sign final contract and pick up your receipt on May 6, or sooner if requested.***

**Provisions for Rental of Sales Space(s):** Community House rental availability is outlined below. A floor chart is on-line: [parkmanohio.com](http://parkmanohio.com) or can be mailed/faxed to you. Rental spaces are numbered, spaces are assigned on a first come, first served basis. Please indicate a first, second and third choice. If you do not have a space preference, one will be assigned to you based on your products sold and any special requests you may have.

**Indoor (main level, handicapped accessible):** We will provide approx. 20 sqft of table surface and 2 vendor chairs per rented space. Floor area around your table is minimal, as we have to leave room for foot traffic. Floor displays beside your table are discouraged and need prior approval. If you have a self-standing display and no table is needed, or if you prefer to bring your own table, the cost is the same and must be indicated under "special provisions."

**Outside (large gravel parking lot):** Each vendor space will be large enough to accommodate a large vehicle and display area (approx. 10' x 25'). These spaces are ideal for vendors with antique furniture, yard/garage sale type items, bulky pieces, etc. Table and chairs for outdoor use are not included in rental fee. We have a limited number of tables available for an additional \$10 per table fee, and must be requested ahead of time on a first come, first served basis.

**Indoor (Upstairs, NOT handicapped accessible). This space is intended for indoor overflow necessity or inclement weather alternative for outside reservations ONLY.** A floor chart will be available if needed. Approx. 20 sqft per rented space. Floor area around your table will be ample in our large upstairs level (with air conditioning). There is room for floor displays, if you so choose. We ask that you indicate such under "special provisions" section. If you have a self-standing display and no table is needed or if you prefer to bring your own table, the cost is the same and must be indicated under "special provisions."

**Thank you very much for your participation in this first Market event.  
Your contribution will help us to improve our Community House for all to enjoy.**