

Vendor Registration

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Hallo Thanks Mas

An Olivedale Senior Center Craft Bazaar

Saturday, October 18, 2025

9:00a - 2:00p at Olivedale Senior Center

Please provide a brief description of your product(s). Note floor space is restricted to the sale of food, beverages, crafts and other holiday items. Giving away food and beverages is prohibited, since several organizations use the event as a fund-raising activity. _____

Floor Space (**6' x 6'**): Any area used beyond designated space will result in an additional fee.

Set-Up Time: **Friday, October 17, 2:00p-4:00p** (Enter through Main Entrance).
Saturday, October 18, 8:00a-9:00a (Must enter through Employee Entrance by West Parking lot).
See opposite side for Set-up Rules (Pg. 2). **Please read before signing agreement.**

Participants: MUST stay till 2:00p close. RESPONSIBLE for own change (Olivedale will not provide).
All vendors are responsible for collecting and reporting Ohio sales tax.

Raffle

Donation: Participants are requested to provide an item to be included in the Olivedale Raffle.

Fee: Registrations must be returned by **Wednesday, October 8**. Space is limited and will be assigned on a first come, first served basis. **Registration fee is non-refundable after October 8.**

- ☐ Single Booth Space (no table or electricity) \$30 _____
- ☐ Single Booth Space (with table/electricity*/screen**) \$35 _____
(circle items needed above)
- * / ** information pg. 2
- Total: _____

I have read both sides of this form and agree to comply with the rules and fees associated with participation.

Signature: _____ Date: _____

Participant Name: _____

Email: _____ Phone: _____ (Best # to reach you)

Address: _____ City: _____ State: _____ Zip: _____

Payment must accompany registration. If writing a check please make payment to: **Olivedale**

Credit card payments will be charged a convenience fee of \$1 or 2.35% of the total.

Office Use Only

Date Received: _____

Payment Method:

☐ Credit Card

☐ Check # _____

☐ Cash

(mark one)

Total Amount Paid: _____



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Liability:

Participant will hold harmless Olivedale Senior Center, Lancaster Parks and Recreation, the City of Lancaster or any person acting on their behalf of any responsibility of loss, damage or personal injury of any kind as a result of participating in this event. I also understand that all tax and legal responsibility is that of the seller. Consequently, I am responsible for filing my own sales tax forms.

Set-Up Rules: (Please Read Carefully before acknowledgement on front)

- Participants who set-up the Friday before will unload by the front entrance (North side of building), but must move their car to the parking lot and come back in the building to set-up area so not to impede traffic flow. If setting up on Saturday, please enter through the employee entrance by the West parking lot (door with green awning). Drop off merchandise and then park car and re-enter in same door to set up area. Door will be monitored.
- During event we encourage all participants to park in the WEST Lot (located to the left of the main entrance), leaving the handicap and main lot as open as possible for shoppers.
- Every attempt should be made to set up the Friday prior to the sale. If setting up on Saturday, make sure you're set up by 9:00a when doors open.
- Raffle items may be dropped off at the office (8:00a—4:00p) the week of October 13.
- *Electricity (extension cords not provided). Tables – there are only 7– 6' tables available, however, if purchasing 2 spaces or sharing 2 spaces we have 15 12' tables available). Screens are limited and will be assigned on a first come, first served basis.
**S-hooks or curtain hooks work best with screens. Hooks will not be provided.
- All participants must stay until the end of the sale.
- All items must be taken home and the floor space left as it was before set up.

If you have questions regarding the sale, please contact the office at the number or email below.

**Don't forget to sign the front of this form.
Thank you for participating.**



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