

Vendor Registration

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Hallo Thanks Mas

An Olivedale Senior Center Craft Bazaar

Saturday, October 3, 2026

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 fundraising activity.

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

Set-Up Time: Friday, October 2, 2:00p - 4:00p (Enter through Main Entrance)

Saturday, October 3, 8:00a - 9:00a (Must enter through Employee Entrance by West Parking lot)

See opposit side for Set-up Rules (pg. 2). **Please read before signing registration**

Participant: 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

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

Fees: Registrations must be returned by Wednesday, September 23. Space is limited and will be assigned on a first come, first served basis. Registration fee is non-refundable after September 23.

☐

Single Space (no table or electricity)

\$30 _____

☐

Single Space (with table/electric*/screen**) (please circle needs above)

\$35 _____

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

Signature: _____ Date: _____

Participant's Name: _____

Email Address: _____ Phone _____

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

Payment must accompany registration. If writing a check, please make payable to: OLIVEDALE

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

Office Use Only

Date Received: _____

Payment Method:

☐ Credit Card

☐ Check# _____

☐ Cash

(mark one)

Total Amt. 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 signing 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 the week of September 28.
- *Electricity (extension cords not provided), tables (only 7- 6' tables available) and screens are limited and will be assigned on a first come, first served basis.
**S-hooks or curtain hooks work best with screens (Screens have chicken wire in the center). 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.