



VENDOR REGISTRATION

Annual Craft Boutique & Vendor Fair 2019

Colerain Township Senior & Community Center
4300 Springdale Road, Cincinnati, Ohio 45251 (513) 923-5050

Saturday, December 7, 2019

9 a.m. until 3 p.m.

Set up 7 a.m. until 8 a.m.

Thank you for your interest and participation in our Annual Craft Boutique Fair at the Colerain Township Senior & Community Center. Below are the rules and regulations.

- Most articles offered for sale are hand crafted by the exhibitor and must be of a creative nature, although a limited number of independent consultants are welcomed such as commercially manufactured or bulk-processed articles.
 - All booths that are not occupied within one half hour of opening the Fair will forfeit their booth space and fee. Exhibitors are to ensure that their display is completely set up and ready to sell when the show opens.
 - All exhibitors must contain their display, their work, and their storage boxes within the 8" x 4" area rented. Tables and chairs are provided by the Senior and Community Center.
 - Exhibitor's booths must in no way obstruct or endanger the neighboring booth areas.
 - Tables must be covered on 3 sides with a tablecloth to the floor.
 - Exhibitors shall not disassemble, pack up or remove any part of their display prior to the official closing time.
 - Parking is available for all crafters in the back parking lot of the Center (second & third left entrances off Heritage Way). Please look for the directional sign at the base of the driveway. Access to Hall A is through the back two entrances. There will be a volunteer to help assist you to where your table is located.
- *The Colerain Township Senior & Community Center reserves the right to refuse any crafter.*



Complete and return the form below, along with form of payment. Full payment is due at time of registration. We accept cash, check or credit. Make checks payable to the Clippard Family YMCA. Please contact Andrea McGowan amcgowan@cincinnatiymca.org or 513-923-4466 for processing credit payment or any questions you may have.

Fees: \$30 for (1) 8ft table or 8 x 4 ft. space or \$50 for (2) 8ft tables

Return To: Attention Nora Dashley/ Clippard Family YMCA
8920 Cheviot Road, Cincinnati, Ohio 45251

BY SIGNING, EXHIBITOR GUARANTEES FULL PAYMENT OF TOTAL EXHIBITOR FEE WHETHER OR NOT EXHIBITOR ACTUALLY DOES THE SCHEDULED FAIR. NO REFUNDS WILL BE PROVIDED.

Please make a copy for your records.

Business Name: _____

Primary Contact: _____

Primary Phone: _____

E-MAIL: _____

Address: _____

City, State, Zip: _____

Company Fax Number: _____

Type of merchandise being sold: _____

Additional notes: _____

For Office Use Only: Received by: _____ Date: _____ Location: Hall A Hall B

Paid \$ _____ Cash Credit Check # _____ Date Recorded _____