

MENTOR'S OLD VILLAGE MARKET • Vendor Application

Mail this completed application, along with three photos, to:
Old Village Market, c/o City of Mentor, 8500 Civic Center Blvd., Mentor, OH 44060

Applicant's Name _____

Business Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Product(s) _____

Price Range of Products _____

Transient Vendor's License Number: _____

Please indicate your level of participation. A check made payable to the City of Mentor for the full amount must be enclosed with this application.

• **\$65 for all FOUR market days. Payment due by July 6, 2012:** ___ \$65

• **Individual days (\$20 for each date):**

July 27 _____ August 3 _____ August 10 _____ August 17 _____

Total Amount Enclosed: \$ _____

With the acceptance of this application, I consent to abide by the regulations of this show as stated. I agree to indemnify and hold without reprisal the City of Mentor, the James A. Garfield National Historic Site, and/or The National Park Service for any damage, loss or injury caused by any other person, fire, theft, water or accident. The City of Mentor, the James A. Garfield National Historic Site, and/or The National Park Service has the right to demand the release of any space for failure to comply with the rules and the reallocation of space, and to reject any application. This agreement is entered into in accordance with the laws of the State of Ohio.

Signature _____ Date _____

BOOTH SPACE

Space is 10 ft. x 10 ft. Vendors must provide their own set-up, tables, chairs, displays, canopy or tent. Sale of products is strictly limited to the actual booth space. Strolling the grounds to promote sales, or displaying items outside your booth space is prohibited.

FEES

There is a charge of \$65 for all four market days, if paid before July 6, 2012. Individual weeks are \$20 each. Vendors are encouraged to participate in all four dates. Payment for individual dates must be received at the City of Mentor, 8500 Civic Center Blvd., Mentor, Ohio 44060, Attn: Old Village Market no later than Noon, the Wednesday prior to the market day to insure booth assignment. Vendors may be accepted on site, if space allows. Call (440) 974-5735 for information on paying for individual market days.

APPLICATION REVIEW

Arts & Crafts Vendors: First time applicants must submit three photos of the item(s) to be sold, along with this application. Crafts will be reviewed for quality and/or relevance to the overall theme of the market. Photos will be returned if a self-addressed, stamped envelope is provided.

Fresh Farm Produce & Nursery Stock: Provide detailed description of your products. No second or third party sales of farm produce is permitted.

SET-UP & REMOVAL

Participants will receive a packet prior to the first market day with booth assignment, a map of the grounds, and a booth number card to display in your vehicle window. Set-up is from 2:30-3:45 p.m. on market day. Please arrive promptly. **Vehicles can not enter the grounds after 3:45 p.m.** Only one car per vendor is allowed to unload at the booth at one time. Only one car per vendor can remain at booth during market hours. Participants must unload extra vehicle and then remove that vehicle from

the grounds before completing set-up. Displays must remain up from 4-8 p.m. Tear down begins at 8 p.m. Due to the possibility of injury to the public and other participants, absolutely NO vehicles will be allowed to drive on the grounds from 3:45-8 p.m. Please be considerate and arrive on time.

RAIN DATE

The festival will take place rain or shine. The market will only be cancelled in the event of a severe storm, lightning or very high winds. There will be no refunds.

TAXES & CERTIFICATIONS

Vendors are responsible for any applicable taxes to the State of Ohio. Vendors may be subject to the requirement to display a Transient Vendors License and to provide details about their license to us for record keeping purposes as provided by law and as requested by the Department of Taxation. If requested, we will provide the Ohio Department of Taxation with each vendor's name, contact information and Transient Vendor License number. For more information, contact the Ohio Department of Taxation at www.tax.ohio.gov or (888) 405-4039. Food vendors are responsible for securing any necessary permits from the Lake County Health Department.

QUESTIONS?

If you have any questions contact Marcey Bryant at (440) 974-5735 or at bryant@cityofmentor.com.

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**RETAIN THIS SIDE FOR
YOUR RECORDS**

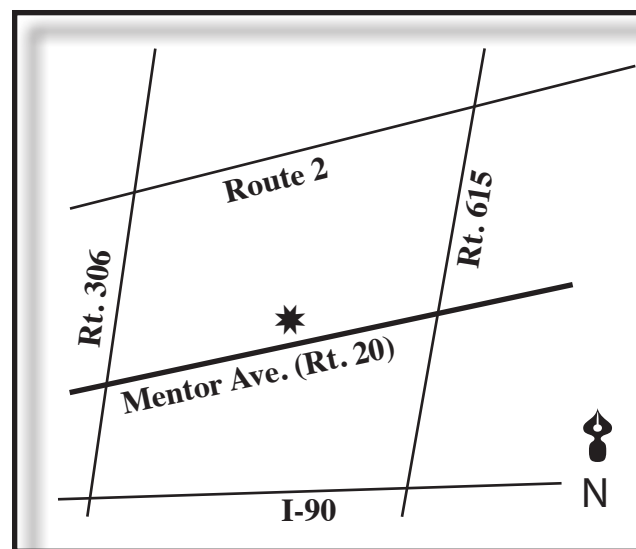
Directions to
Mentor's Old Village Market
James A. Garfield National Historic Site
8095 Mentor Avenue • Mentor, Ohio 44060
www.nps.gov/jaga OR
www.cityofmentor.com

From I-90, exit at Route 615 and go North.

- Follow Rt. 615 (Center Street) for two miles; turn left at Rt. 20 (Mentor Avenue);
- James A. Garfield National Historic Site will be one mile up, on the right.

From Route 2, exit Route 615 and go South.

- Continue south on Rt. 615 until you reach Rt. 20 (Mentor Avenue);
- Turn right (west) onto Rt. 20;
- James A. Garfield National Historic Site is one mile up, on the right.



*Mentor's
Old Village
Market*
*It's the market with a
festival atmosphere!*

Friday evenings, from 4 to 8 p.m.
July 27 - August 17, 2012

James A. Garfield National Historic Site
8095 Mentor Avenue, Mentor, Ohio

You are cordially invited to participate in Mentor's
9th Annual Old Village Market
sponsored by the City of Mentor, the
James A. Garfield National Historic Site
and The National Park Service.

*For details, please read
this prospectus carefully.*

