NORTHEAST OHIO CELIAC NETWORK (NEOCN) VENDOR FAIR
VENDOR AGREEMENT FORM

Vendor Fair - Sunday April 19 2015, 1 p.m. to 4 p.m. at the Don Umerley Civic Center/Memorial Hall 21012 Hilliard Blvd., Rocky River, Ohio 44116. The Vendor fee is $25.00 per table. Tables must be reserved and fee paid by March 15, 2015. Electrical outlets available. An attached kitchen is for warming and simple preparation purposes only. Exhibit space will be assigned by NEOCN.
All food and consumable products must be gluten free. Vendors are required to have products for sale as well as product samples. http://www.neohioceliac.com/

Vendor Name_____

Vendor Contact_____

How should your Vendor Name appear in promotional materials?_____

_____

Mailing Address_____

City/State/Zip_____

Daytime Phone_____Other Phone_____

Email Address_____

No. of Tables?_____ At $25.00 each – Your Total Cost?_____

Electrical Outlet(s) needed?_____ How many?_____

Any other special considerations?_____

_____

Signature_____ Date_____

Make checks payable to: Judith Mazur
Mail to: NEOCN Vendor Fair; 27359 Ellington Rd, Westlake, OH 44145
For additional information: Judy Mazur; 440-892-0270 or jjmazur@roadrunner.com

NORTHEAST OHIO CELIAC NETWORK (NEOCN) GLUTEN FREE VENDOR FAIR AGREEMENT INFORMATION

- The Vendor Fair is Sunday, April 19, 2015 1 p.m. to 4 p.m. at the Don Umerley Civic Center/Memorial Hall, 21012 Hilliard Blvd. Rocky River, OH 44116. The fair will be held in Memorial Hall which is located adjacent to the Umerley Civic and Recreation Center. Load in ` begins at 12 noon. Take down begins at 4 p.m. You must vacate Memorial Hall by 5 p.m.

- Rectangular tables are 30" W X 8' L. Tables are $25.00 each. Electrical outlets are available. Tables must be reserved and fees paid by March 15, 2015. **Fees are non-refundable**. 2 chairs will accompany each table. If you wish more, please request. Exhibit space will be assigned by NEOCN. You may not share, sublet or apportion any part of your table space to anyone else.

- Table coverings, skirting, and signage to be provided by Vendor. Signs are permitted. Nails, tacks, tape, pins or other objects that may damage the walls are prohibited. Duct tape is not to be used anywhere. Painter's tape is allowed. If damage is incurred during the event, you will be billed accordingly (per the City of Rocky River).

- If coolers are used, do not place them directly on the floor, use a pad. Coolers that leak and sweat will damage the wood floor.

- There is a full kitchen available; however, it is not full service. The kitchen should be used for warming purposes and simple prep work. There is an ice machine. Garbage bags and receptacles are provided. Place all garbage bags and boxes outside on the dock located off the kitchen. Boxes do not have to be taken down.

- **All food products and consumable samples must be gluten free**. Please include ingredients lists for your samples as well as information (flyers, pamphlets, etc.) about you product(s) or have lists accessible for public view. Samples must be prepared and served in accordance with Ohio sanitary requirements.

- NEOCN and Rocky River Memorial Hall shall not be responsible for any injury, loss, or damage that may occur to the Vendor, the Vendor's property or employees, prior, during or subsequent to the period covered by the Vendor Agreement.

- Wi-Fi is available at no charge.

For additional information contact: Judy Mazur, 440-892-0270, 440-541-3787; jjmazur@roadrunner.com
Memorial Hall phone numbers: Office 440-895-2594; Kitchen 440-895-3366; Lobby 440-895-3367