



February 2010

Dear Applicant,

Thank you for your interest in participating in The Potter's Homestead Merchant's Market Days being held in conjunction with Fairview Park's Centennial Celebration.

In case you weren't aware, the Market concept was born as a vehicle to generate the funds necessary to continue the rehabilitation of a noted historical building in Fairview Park, Ohio. The property, which I own & operate as The Emerald Necklace Inn, was the site of Fairview Park's first grocer & general store. The funds will go to beautifying the exterior of the property in keeping with Fairview Park's high standards. The Fairview Centre Merchants Association is partnering with me to make the project a reality.

The market will run on the 2nd & 4th Saturdays of the month, May-August & September 11th 2010 from 10am-2pm. Set up will be from 8am- 9:45am & tear down from 2pm- 3pm. We will be set up in the Fairview Centre (21903 Lorain Rd.) parking lot alcove adjacent to Lorain Road. Each vendor will be given the use of (1) marked parking space along the perimeter of the alcove. All vendors with vehicles remaining on site will be required to pull their vehicle into that assigned space. A 10'x10' pop up pavilion will be allowed as long as nothing extends beyond 27 feet from the base of the vendor slot. Vendors with larger vehicles, or who wish to extend their display area will be required to purchase additional slots to maintain the desired footprint of this first tier of vendor displays. Once that first tier of slots has been sold, a limited number of table only slots in the inner parking tiers will be assigned. Vehicles will not be allowed in these spots & vendors will be asked to utilize patio style umbrellas. Vendors will park vehicles not contained within the purchased slot in an assigned area as far from the plaza businesses as possible. Conversation areas shaded with patio style umbrellas will be interspersed in this section to allow customers to sit in the shade & relax.

The entrance to the alcove will be blocked to vehicular traffic after the set up time has expired. Traffic control devices (TCD) will be spaced to prevent ingress & linked with caution tape. Flag sized banners will be created for each corporate sponsor & displayed on the (TCD) for the duration of the market. Vendors will be given the opportunity to purchase a banner to be displayed as well.

Prospective vendors will need to meet the following criteria:

- a. All vendors will be Ohio based.
- b. All products will be batch produced & not already available for purchase at a plaza retail location, unless said retailer has purchased a space to promote their business.
- c. Products depicting illicit substances or of a graphic nature will not be tolerated.
- d. Ready to eat food products will be allowed only with express approval from the Market.
- e. Community interest groups can purchase space to showcase their programs or as fundraising ventures, ie: Boy/ Girl Scouts, Youth Groups, PTA organizations, non-profit groups.
- f. Corporate sponsors will be given space to showcase information on their business or program if desired.
- g. Vendor must be able to set up & tear down in the allotted time frames. Early departures & late arrivals will not be permitted.
- h. All vendors will be required to present a signed contract prior to set up.

Vendors/ Community Interest Groups will be allowed to purchase their space(s) in weekly increments.

- a. The cost for a single week up to 4 weeks is \$40.00 per week each space.
- b. The cost for 5 weeks up to 8 weeks is \$30.00 per week each space.
- c. The cost for the entire season (9 weeks) is \$20.00 per week each space.
- d. Founders' Corner space reserved for authors, performance artists or anyone with an interesting demonstration. Call for rates & more information.

Precedence will be given to vendors who have pre-paid when space location is being determined. Vendors who have paid in advance for the entire season will be given the opportunity to pick permanent spots. Permanent spots will be marked with a (TCD) until vendor arrives for set up. Weekly maps will be generated giving each Vendor's name & a brief description of their wares or program & made available to the public. A vendor must have paid by Monday of the week prior to be included in that week's map. Corporate sponsors will be displayed on the map as well. There are also a number of volunteer opportunities as well, please contact Shari for more information.

We strive to give local merchants a place to showcase their products as well as giving our community's interest groups & non-profits the opportunity to educate the general public about their programs & services. All while hopefully generating the money required keeping one of Fairview Park's treasured historical landmarks from sliding into obscurity. Please return the enclosed application as early as possible to be included in pre-event marketing. Feel free to contact me at 440.333.9100 or by email at stay@emeraldnecklaceinn.com if you have any questions. Contact Shari Terry, the market manager, at 440.309.3067 or everydaysaholiday@live.com to begin the process of reserving your space & desired weeks.

Respectfully,

Gloria Cipri Kemer
Innkeeper
The Emerald Necklace Inn

Potter's Homestead Merchant's Market
Vendor Application

Name: _____

Selling As: _____

Address: _____

City, State, Zip Code: _____

Phone #: _____

Email: _____

Web Site: _____

Product Description(s): _____

Date(s) Requested: _____ Entire Season, yes/no _____

5/8 _____ 5/22 _____ 6/12 _____ 6/26 _____ 7/10 _____

7/24 _____ 8/14 _____ 8/28 _____ 9/11 _____

Of spaces required: _____

One vendor per spot per week.

A non-refundable deposit of 50% of total rental fee needs to be received to guarantee space or date. Remainder of rental fee is due prior to 1st scheduled date. The 1863 Inn Project reserves the right to refuse a vendor for any reason & has the right to limit the numbers of vendors showing similar or the same products. Vendor to supply canopy/ umbrella & any tables required. **There is no electricity available.**

I, the applicant, hereby release, indemnify & agree to hold harmless the promoter & other persons involved with the event & against all liabilities & any claims for damage, loss or injury to person or property suffered during the event. (Including set up & non-business hours) I understand the liability & casualty insurance against such damage, injury & loss, & any applicable licensure or permits are my responsibility.

I agree to abide by the rules of the market & acknowledge this contract as binding.

I have read & agree to the terms of this agreement.

Signature: _____

Name (printed): _____ Date: _____

Please contact Gloria Kemer at The Emerald Necklace Inn to make deposit by credit card at 440.333.9100. Make checks payable to "The 1863 Inn Project" & send to The 1863 Inn Project c/o The Emerald Necklace Inn, 18840 Lorain Rd. Fairview Park OH 44126