



2023 SUMMER STREET
MARKET APPLICATION
JUNE 24, 2023 | 12:00PM-7:00PM



Name: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

Emergency Contact - Name: _____ Phone: _____

E-mail: _____

Website: _____

Social Media: _____

Vendor's License Number: _____

What will you exhibit? Please be specific and attach 3-5 digital photograph of your items.

Please note we will not accept any Direct Sales or garage sales items. You are responsible for your own set up materials. The show goes on rain or shine.

THIS CONTRACT IS NOT TRANSFERABLE

(Please read rules & regulations for acceptable exhibit items.)

WEST LIBERTY SUMMER STREET MARKET
JUNE 24, 2023
12:00PM-7:00PM

BOOTH SIZE	COST	QUANTITY	COST
10'X10'	\$40.00	_____	\$ _____
10'X20'	\$75.00	_____	\$ _____
		TOTAL	\$ _____

I have read and agree to the Rules and Regulations of the West Liberty Business Association's (WLBA) Summer Street Market 2022

Signature: _____

Date: _____

Items to be returned:

- 1) Completed and signed application. E-mail to wlba@mywestliberty.com
- 2) 3-5 digital photographs of items being sold.

Once accepted you will be asked to submit your payment via electronic funds on our website www.mywestliberty.com/events

Questions??? E-Mail: wlba@mywestliberty.com with the subject "Summer Street Market" or call Country Friends of Ohio, LLC 937-465-0580

2023 SUMMER STREET MARKET
Sponsored by the West Liberty Business Association

EXHIBITOR INFORMATION, RULES & REGULATIONS

- 1. BOOTH LOCATIONS:** Will be assigned by the WLBA committee and cannot be changed without permission.
- 2. CHANGE & SALES TAX:** Exhibitors should bring enough change for their monetary needs. Each exhibitor is responsible for collecting sales tax for Logan County which is currently at 7.25%.
- 3. CHECK IN & SET UP:** All exhibitors must check-in at the corner of State Route 68 and W. Columbus Street upon arrival. Set up will begin at 10:00 am. You must be set up and ready to open at 12:00 pm. YOU MUST check in by 11:00 am on Saturday to ensure your spot is not given away! Exhibitors must furnish everything needed to display their merchandise, i.e., tables, chairs, dividers, tents etc. Set up must be completed and exhibitor area clear of vehicles by 11:45 AM. No vehicles permitted in area after that time.
- 4. CLEAN UP:** All booth spaces need to be left clean of all trash at the end of the event. All trash MUST be put in dumpsters.
- 5. APPLICATION AND CONFIRMATION:** ONCE ACCEPTED, Full payment must be made via www.mywestliberty.com – no partial payment permitted. Vendor's License number must be included on your application. Your confirmation will be e-mailed to you.
- 6. COUNTERFEIT ITEMS:** Counterfeit items are NOT permitted at the festival. The Board of Directors has the authority to reject applications that suggest the selling of counterfeit items.
- 7. DIGGING:** No exhibitor shall dig or run stakes into the street or sidewalks.
- 8. EXHIBIT AREA APPEARANCE:**
 - a. Each exhibit must be within its DESIGNATED AREA and be neat and orderly. Roving sales are prohibited.
 - b. Antiques/primitives are permitted. (No flea market or garage sale items)
 - c. Cardboard boxes shall not be used to display items.
 - d. Only those items listed on the contract shall be exhibited.
 - e. Informational materials are not to be "handed out" or otherwise randomly distributed. They must be securely displayed in your booth where they are available to interested parties.
 - f. All items must be priced and/or prices must be visible on a display.
 - g. All food items must be pre-packaged and priced to sell. Any vendor selling edible items must provide a current Certificate of Insurance with their application.
 - h. No Direct Sales.
- 9. EXHIBITS:** Arts and craft items, are encouraged. Pictures of items being sold MUST be included with the application to be accepted. Manufactured and assembled items, such as commercial, catalog, and mass-produced items must be presented and approved by the Board of Directors and/or the Exhibitor Committee and they have authority to reject or accept ANY application upon their discretion.
- 10. HOURS:** Exhibits are open from 12:00 pm to 7:00 pm Saturday. No early tear downs.
- 11. ELECTRIC:** No electric is provided. If you require electric you may bring a small quiet generator, such as a Honda generator. It may be inspected by the West Liberty Fire Department. Please be sure it is a quiet generator and out of the way of public traffic. You are responsible for all electrical cords as well.

- 12. LIABILITY:** EXHIBITORS DISPLAY AT THEIR OWN RISK. THE WEST LIBERTY BUSINESS ASSOCIATION, ITS DIRECTORS AND COMMITTEES ARE NOT RESPONSIBLE FOR ANY THEFT, DAMAGE OR ACCIDENT OCCURRING DURING THE FESTIVAL OR RESULTING THEREFROM.
- 13. OBJECTIONABLE ITEMS:** Objectionable items, such as WEAPONS, COUNTERFEIT ITEMS, DRUG PARAPHERNALIA, OBSCENE AND/OR PORNOGRAPHIC MATERIALS ARE NOT PERMITTED TO BE SOLD! The West Liberty Business Association has the authority to reject applications that suggest the selling of these items and remove these items from the selling area.
- 14. REFUNDS:** There will be no refunds offered. West Liberty's Summer Street Market will take place rain or shine so be prepared.
- 15. SECURITY:** There is police security within the village 24/7, however, you are displaying and selling your wares at your own risk.
- 16. SPACE LIMITATIONS:** The Exhibitor Committee may, at their discretion, limit exhibits to three (3) 10'x10' spaces.
- 17. SUBLETTING OF SPACE:** Prohibited! No exceptions!

The West Liberty Business Association Board of Directors have reviewed and accepted the above Rules and Regulations. The West Liberty Business Association reserves the right to alter or amend these rules and regulations if necessary. Revised 3/2023

PLEASE KEEP THE LIST OF RULES AND REGULATIONS FOR YOUR RECORDS