



ADA Columbus Celebration Vendor Fair Guidelines

Thank you for supporting the ADA Columbus 29th year celebration of the passage of the Americans with Disabilities Act (ADA). Our **Vendor Fair** takes place at Columbus Commons, in Downtown Columbus, on **Thursday, July 18, 2019**. We are hopeful that many people will visit your table at the event to learn more about you, your services and/or products. The vendor fair coincides with the regular Food Truck Food Court at the Commons where more than 2,000 people are known to visit the location.

The Columbus Commons is located at **160 S. High St., Columbus, Ohio 43215**

A map of the Commons is attached. For more information go to <http://columbuscommons.org>

An event agreement is attached which must be signed and returned, as indicated, no later than **Friday, June 28, 2019**, along with your table fee (\$125 For-Profit Business; \$75 Governmental Agencies; \$50 Non-Profit Organizations). Additional Electrical Hook-Up Fee: \$15.
Additional tables: \$25 each.

Our Vendor area will be on the walkways of the Commons. Note that the Columbus Commons has the following rules:

- **NO staking is allowed in the lawn/grass. All tents, inflatables, signs or any other infrastructure must be secured by weights. Any staking will be assessed a \$1,000 site inspection fee plus the cost of any determined damages. Please plan accordingly.**
- **Use of tarps on the lawn is prohibited.**
- **Columbus Commons Staff will ask you to leave if these rules are violated.**

All tables **must** be staffed from **11a.m. until 2 p.m.** on July 18. **Weather Note:** Event will proceed as scheduled rain or shine.

Set-up between 9:30 and 10:30. Foot traffic in the area will increase beginning at around 10:30 a.m.

Tear-down will take place between 2:00 p.m. and 3:00 p.m.

Load-in and Load-out location will be provided within one week of the event. Parking during the event is on your own. The Main Parking Garage is located at 55 E. Rich St, with entrances on Main and Rich St. between High and Third Streets. The Underground Garage is located at 191 S. Third St., with an entrance off of Third St., between State and Rich Streets.

As Disability-related Vendors, Agencies and Organizations, we ask that you provide materials in a variety of accessible formats. Thank you.

For more information, contact: veleba.cde@gmail.com. You may also access the registration information and form on the CDE Website: www.disabilityempowerment.net



ADA Columbus Celebration Vendor Fair Registration

Vendor Name: _____

Contact Name: _____

Address: _____

Phone (include area code): _____

Email: _____

Describe the nature of your Business, Agency or Organization:

- Do you require more than one six-foot table? Yes No
If Yes, how many? _____ (Note: One six-foot table and two chairs are provided. See additional table cost below).
- Do you require access to electricity? Yes No

Vendor Fees: (Vendor fees help offset our costs for rental of the Commons, mandatory insurance coverage, tables/chairs and roving entertainment).

- ___ \$125 - For-Profit Vendor
- ___ \$75 - Governmental Agency
- ___ \$50 - Non-Profit Organization
- ___ \$15 - Electricity Hook-Up
- ___ \$25 - Each additional table

I have read and agree to the Vendor Guidelines.

Authorized Signature: _____ Date: _____

Print Name _____

Registration and payment is required by Friday, June 28, 2019.

NOTE: Make checks payable to: **The Center for Disability Empowerment**

**Please send to: ADA Columbus c/o The Center for Disability Empowerment
510 East North Broadway - 4th Floor, Columbus, OH 43214**