



ADA Columbus Celebration Vendor Fair Guidelines

Thank you for supporting the ADA Columbus 27th 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 27, 2017**. 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 30, 2017**, along with your table fee (\$55 for-profit vendors/\$30 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 27.

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: cde.disabilityinfo@gmail.com



**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 Fee:

____ **\$55** - For-Profit Vendor

____ **\$30** - 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 30, 2017.

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**

You may also access the registration information and form
on the website: <http://www.adacolumbus.com/>