



HERB DAY
Saturday May 2, 2026 • 10am-3pm
Creekside Plaza, 117 Mill Street, Gahanna, OH 43230

Vendor Information & Regulations

- 1. Deadline:** Application and fee must be postmarked or received by **03/27/2026**. Space is limited and submission of an application does not guarantee space at the event.
- 2. Vendor Selection:** Applications must include vendor fee in order to be considered. The Gahanna Convention & Visitors Bureau (Visit Gahanna) and the Ohio Herb Center will review all completed applications. All items that you wish to sell, promote or distribute must be listed on your application. Vendors will be judged on uniqueness, quality, reasonable pricing, appropriateness, similarity to other vendors, and prior event experience. No vendor shall share, assign, sublet or apportion any part of their space without prior written approval from Visit Gahanna and the Ohio Herb Center.
- 3. Application Confirmation:** Vendors will receive notification of acceptance via e-mail by 4/3/26. If you have not received confirmation by 4/3/26 please contact us at 614-642-4372. Visit Gahanna and the Ohio Herb Center reserve the right to limit the items that may be sold or distributed during the event. Items not listed on the application or not pre-approved by Visit Gahanna and the Ohio Herb Center may not be sold or distributed at the event.
- 4. Refunds:** **This is an all-weather event. No refunds will be granted.** We reserve the right to adjust event hours or operations due to severe weather or safety concerns. No refunds will be issued in the event of schedule changes or early closures beyond our control.
- 5. Vendor Operations:**
 - a. Vendor spaces must be staffed at all times during the event's hours of 10am-3pm. Vendors who leave early will be prohibited from returning for the following two years.
 - b. Vendor is responsible for timely set up and for transporting all booth materials to booth location. A dolly or cart is recommended.
 - c. Vendors can move their supplies in during designated times. An email with details for load in/out with the specific time will be sent to each vendor.
 - d. If a vendor shows up during a non designated load in time they will be asked to wait in a nearby parking lot.
 - e. Per applicable fire regulations, all vendors are required to have an ABC 10# Fire Extinguisher (2A: 10B: C). All vendor spaces are subject to inspection by the Mifflin Township Division of Fire at its discretion.
 - f. All Retail Food Vendors are required by Franklin County Public Health to have a valid food service license.
 - g. All vendors must supply their own canopy, tent weights, tables, chairs, displays, lights, rain protection, water, fire extinguishers, etc. Tent weights must be 40lbs. per leg to withstand winds. Visit Gahanna is not responsible for damages caused by tents not properly weighed down.
 - h. Electricity is not provided. Vendors requiring power must supply their own battery-operated equipment.
 - i. Herb Day is a family-friendly event. Any and all items displayed or sold by vendors must be appropriate to the event.
 - j. Upon completion of the event, vendors are responsible for removing all trash from their spaces and placing the trash in designated trash receptacles.
 - k. The Ohio Herb Center and Visit Gahanna logos may not be used without specific prior written approval from Visit Gahanna.
 - l. Visit Gahanna has final discretion in all matters regarding vendors, including what items may be sold/distributed/demonstrated at the event.
 - m. Visit Gahanna reserves the right to decline any vendor at any time, including on the day of the event, if the vendor does not meet the quality desired for the event or otherwise violates the Vendor Regulations set forth herein.
- 6. Indemnity:** By receiving vendor space and further covenants allotted by the Gahanna Convention & Visitors Bureau (Visit Gahanna) and Ohio Herb Center, Vendor releases and waives any and all claims that the vendor, his heirs and/or executors have or may have against the Gahanna Convention & Visitors Bureau and Ohio Herb Center, any of its directors, officers or employees, or any property owner, for loss, theft, breakage, or bodily injury sustained as a result of their participation.



**2026 HERB DAY
HERBAL & CRAFT VENDOR
APPLICATION
For: Herbal & Handmade product**

Deadline: Applications and Fees not received by

Friday March 27th 2026, must include the late fee.

Business: _____

Contact: _____

Address/City/State/Zip: _____

Phone #: _____ Contact # During Event: _____

E-mail: _____ Website: _____

Vendor fee covers reservation of vendor space ONLY.

Vendors must provide their own table, chairs, canopy, tent weights, etc. All vendors will be located outside and must remain open during all hours of the event (10am-3pm). Fees are for 10'x10' spaces.

New Vendors must include history of 2 previous vending events, current photos of your booth, and description of your products. A list of these items and photos may be emailed to ohioherbcenter@gmail.com with: **Vendor name – Herb Day 2026**, in the subject line.

\$100: Artisan/Craft Vendor Fee

\$15: Late fee for applications and payments not received/postmarked by 3/27/2026

List all items that you would like to sell, promote or distribute (including giveaways):

By signing below, I acknowledge that I have received and reviewed the 2026 Herb Day Regulations, that I agree to abide by the Vendor Regulations, and that I am duly authorized to sign on behalf of the organization.

Signature: _____ **Date:** _____

Vendor fees can be paid with a check or processed over the phone with MasterCard/Visa/AMEX/Discover with a 3.5% processing fee. Please call us at 614-642-4372 Mon-Fri.

Please make checks payable to: "Ohio Herb Center" and mail to:

**Ohio Herb Center Attn: Herb Day
110 Mill St. Gahanna, OH 43230**

PLEASE NOTE THAT BEGINNING THIS YEAR:

Once approved, all vendors must submit proof of current \$1,000,000 commercial general liability insurance, naming both Gahanna Convention and Visitors Bureau (110 Mill St, Gahanna, OH 43230) and the City of Gahanna (200 Hamilton Rd, Gahanna, OH 43230) as additional insureds.

Certificate Holders and Additional Insureds should be listed on the COI in the below format:

**City of Gahanna 200 Hamilton Rd. &
Gahanna Convention & Visitors Bureau 110 Mill St.
GAHANNA, OH 43230**

Required documents to be accepted for Herb Day 2026:

1. Completed Application- all details filled in and for new vendors a detailed list of items sold.
2. COI- this can be copied and mailed or attach a pdf to an email and return to amanda@ohioherbcenter.org.
3. Fee- this can be mailed in as a check or an invoice can be sent to your email to pay via credit card.

Vendors who do not provide a copy of the COI by 4/3/26 will be released from the Herb Day event.
Please email any questions to amanda@ohioherbcenter.org.