



HERB DAY

Saturday, May 6, 2023 • 10am-3pm

Creekside Plaza, 117 Mill Street, Gahanna, OH 43230

Vendor Information & Regulations

1. **Deadline:** Application and fee must be postmarked or received by 03/15/2023. 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 3/24/23. All fees will be returned to any applicant who is not accepted, and those applicants will be added to a wait list for future consideration should additional space become available. Visit Gahanna and the Ohio Herb Center reserves 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.
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. Per applicable fire regulations, all vendors are required to have an ABC 5# fire extinguisher. All vendor spaces are subject to inspection by the Mifflin Township Division of Fire at its discretion.
 - d. All Retail Food Vendors are required by Franklin County Public Health to have a valid food service license.
 - e. All vendors must supply their own canopy, tent weights, tables, chairs, displays, lights, rain protection, water, fire extinguishers, etc. Tent weights must be heavy enough to withstand winds and Visit Gahanna is not responsible for damages caused by tents not properly weighed down.
 - f. Electricity and Water access are not available.
 - g. Herb Day is a family-friendly event. Any and all items displayed or sold by vendor must be appropriate to the event.
 - h. Upon completion of the event, vendors are responsible for removing all trash from their spaces and placing the trash in designated trash receptacles.
 - i. The Ohio Herb Center and Visit Gahanna logos may not be used without specific prior written approval from Visit Gahanna.
 - j. Visit Gahanna has final discretion in all matters regarding vendors, including what items may be sold/distributed/demonstrated at the event.
 - k. 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.



2023 HERB DAY

HERBAL & CRAFT VENDOR APPLICATION

For: Herbal & Handmade product vendors

Deadline: Applications and Fees not received or postmarked by Wednesday, March 15th, 2023, must include 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. Current booth photos may be emailed to ohioherbcenter@gmail.com with:

Vendor name – Herb Day 2023, in the subject line.

_____ **\$75: Standard location**

_____ **\$15: Late fee for applications and payments not received/postmarked by 3/15/2023**

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 2023 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% processing fee. Please call us at 614-642-4372 Mon-Fri.

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

**Gahanna Convention & Visitors Bureau
Attn: Herb Day
110 Mill St.
Gahanna, OH 43230**