OTTAWA
AREA CHAMBER OF COMMERCE
LIGHTING THE WAY FOR OUR COMMUNITY

REGISTRATION FORM

Ottawa Outdoor Flea, Junk, & Trunk
Craft Show & Food Vendors
Legacy Square – 125 S Walnut, Ottawa, KS
In downtown Ottawa
Saturday, May 20, 2023 9 a.m. – 3 p.m.

Name:_____
Name of Business: _____
Address: _____
City, State, Zip: _____
Home Phone: _____ Cell Phone: _____
E-mail: _____
Description of Merchandise/Food: _____
Number of **10x10** spaces requested: _____ = Total due: $_____

$30 for 1st space/$15 each additional space

Registration deadline is May 8th

(After May 8th, registration is $35 for 1st space/$20 each add'l space)

Do you need electricity? **Yes** **No**

If yes, describe what you will be using the electricity for. (Electricity is **VERY** limited)

_____

Registration fee is required at time of registration.

Make checks payable to: **Ottawa Area Chamber of Commerce**

Return form to: **109 E. 2nd Street, PO Box 580, Ottawa, Kansas 66067**

(If paying by credit/debit card, there will be an additional $2 processing fee)

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All vendor spaces will be placed in the parking stalls. (Approx. 10x10)

**This is a Rain or Shine event

****First 40 registrations will be placed under the covered pavilion**

**Vendors can start setting up at 7a.m. You must be set-up and ready by 9a.m.

All Vendors are required to stay until 3p.m.

Vendors will need to provide their own tables, tents, chairs etc. and are required to clean-up your space prior to leaving. **Space is limited and will be accepted on a first come basis. Your completed registration form/fee will reserve your space(s). You will be notified once we receive your registration form, so you know it's been received. Approximately 4-5 days prior to the event you will be notified with your space assignment and additional information.

**There are no refunds or transfers of registrations.

**We do not guarantee exclusivity of Franchised Products (Scentsy, Pampered Chef, etc.)

If you have Special Needs, Please Call to see if we can facilitate your need.

The Ottawa Area Chamber of Commerce or any organizers are not responsible for accidents.

If you have any questions, please call 785-242-1000 or email sherri@ottawakansas.org