



823 1/2 East Long Street
Suite 200
Columbus, Ohio 43203
Phone 614- 251 - 6038
www.lsba.biz

Adam Porter
Board Chairman

Annie J. Ross-Womack
Chief Executive Officer



Dear Vendor:

We would like to extend an opportunity for you to be part of "**The Long Street Tour**", a community, family and professional cycling event. The date has been set for Saturday, September 3, 2011. We are looking forward to having your participation in the event.

We require no commission from your sales. The price of each display area is \$150.00. The "**Vendor Market Place**" is located in front of the Historic Lincoln Theater Parking Area. We have a limited number of spaces available so we urge you to reserve your display area **NOW**. The spaces will be reserved on a "first-come basis". Payment must accompany your signed rental agreement and registration form in order to guarantee your display area.

Enclosed you will find a rental agreement. Please read it carefully. If you should have questions, please feel free to call me at (614) 251-6038.

Should you know of other vendors who also have quality products and would like to be involved, please feel free to pass along this information. We look forward to having you participate in "**The Long Street Tour**".



LSBA, established 23 years ago to improve the quality of life in the Historic Long Street District by providing resources to residents and business owners to build a "model" community.

Sincerely

Annie J. Womack

Annie J. Ross-Womack, CEO
Long Street Businessmen's Association

"Living a Lifetime on Long Street"

Vendor Agreement for The Long Street Tour

- The entire event is scheduled between 6 am and 4 pm. The Vendor Area opens at 8 am and closes at 4 pm on Saturday, September 3, 2011. **Vendors may setup beginning Saturday at 7 am.**
- A designated area will be provided for all vendors. **The vendor must provide all the necessary display equipment, heating and cooking apparatus, chairs, tables and tents for each space.**
- Vendors are solely responsible for all financial transactions connected with his/ her merchandise. Please be prepared to provide change for your cash transactions. **LSBA and or our sponsors or partners will not be responsible for any damages, losses or thefts of merchandise or display equipment.**
- The Long Street Tour is a family orientated event. Only the sale of quality merchandise will be permitted under this contract. **The sale of illegal, questionable or distasteful items will not be permitted. In the event of a dispute, the decision of LSBA will be final and no refunds will be made.**
- We ask that each vendor demonstrate a professional demeanor while selling and displaying their items. Please keep in mind that this is a family oriented event. **No alcoholic beverages, drug paraphernalia or weapons of any kind are to be brought in for sale.**
- A rental fee of \$150.00 for each vendor must be submitted with a signed copy of this agreement, no later than August 19, 2011. Reservation will be confirmed via U.S. mail or e-mail upon receipt of your signed agreement and payment. The confirmation information will include a rental receipt to post on your display table during the day of the event as well as Tour materials.
- **There will be no refunds if you fail to attend this event or cancel your registration.**

We feel that these regulations are important and necessary to insure a safe and successful event. Please keep a copy of this list and refer to it before the event.

By signing this form, you are in agreement with the statements and guidelines. Please sign and date this form and return a copy along with your Registration Form and payment of \$150.00 to:

LSBA, INC

C/O ANNIE J. ROSS-WOMACK

823 1/2 EAST LONG STREET, SUITE 200

COLUMBUS, OHIO 43203.

(Please make all checks or money orders payable to: LSBA)

Printed Name

Company, Organization or Group

Signature

Date

Vendor Registration Form for The Long Street Tour

Contact Name _____ Phone _____

Company, Organization or Group _____

E-mail _____ Fax _____

Address _____

City _____ State _____ Zip _____

What items will you be selling / displaying at the event? _____

Please return this form and a signed copy of page 2 of the rental agreement along with your payment of \$150.00 by August 19, 2011 to insure space in the event.