



LAKWOOD OLD HOUSE FAIR

Saturday, May 3rd, 10a.m. to 3p.m.
Harding Middle School at Hilliard & Madison Ave.

Exhibitor Information

MISSION OF THE OLD HOUSE FAIR

This event serves as a home-related informational one-stop shop of businesses and services for Lakewood residents. Exhibitor participation will be limited to organizations and businesses that provide goods and services related to home improvement, remodel, repair, beautification, and decorating. We are expecting 400 households (or 800 people) to attend. This Old House Fair focuses on the unique needs and care of Lakewood's older architecture and living spaces so that they may sustain another century. Exhibitors must pledge to support and educate residents on goods and services that respects the integrity and maintains the quality of Lakewood's old homes. This event allows you to meet potential new customers, generate quality leads, set up estimate appointments, and build community relations.

EXHIBITOR DETAILS

Booth Space - Each booth will include a 6 ft. table with chairs with a total space of 8 ft. wide and 6 ft. deep. They may be taped off to assure fairness. Two businesses may share booth space or request to be located next to each other but you must arrange that between yourselves and indicate on the Registration Form. Booth locations will be handed out beginning at 8 a.m. the day of event. Booths must be manned at all times. In case of emergency requiring you to leave the premises, booths must remain set up until 3pm.

Additional Booth Options – See Registration Form. The base price to exhibit is \$50. Additional options will increase your fee. The options are: 2nd booth space, electricity hookup, wall location (booths will not come with backdrops behind booth spaces but we have concrete wall space for hanging banners or heavy props). Each booth will come with a generic 15"W x 5"H cardstock sign with your business name on it. You are responsible for bringing your own props or tablecloth and materials you wish for your exhibit.

Vendor Exhibitors - As long as you have an Ohio Vendor's License you may sell merchandise keeping all of the profits. You must be able to handle all your transaction needs.

DAY OF EVENT

Held in the large gym and smaller cafetorium at: **Harding Middle School - 16601 Madison Ave., Lakewood**
Exhibitor set-up starts at 8:00a.m. Event is from 10 a.m. to 3 p.m. School parking is limited. All drop off vehicles must be parked away from the entrance by 10 a.m.

HOW TO BE AN EXHIBITOR

Fill out and return the included Registration Form with payment. Non- Lakewood registrations can be submitted but you may be asked for references or put on a waiting list. We will contact you to confirm your type of service adds to the needed variety of exhibitors. Drop off or mail to: **Lakewood Hardware - 16608 Madison Ave., Lakewood.** Phone: 226-8822; Hours: Mon - Friday 8am – 7pm; Saturday 8am - 5pm; Sunday 10am - 4pm

Registration deadline – We need your information and the funds ASAP so don't delay. If you must delay on turning in your registration payment at least RSVP to Lakewood Hardware staff, email, or the event evite. We list businesses in our Lakewood Observer newspaper Old House Fair ad. All exhibitors get your business, category, and description listed in the Old House Fair Directory. You will receive confirmation of your registration.

For current media information check both of these regularly: The Lakewood Observer newspaper & online Observation Deck forum; & Lakewood Hardware's Facebook page

Further questions or information on exhibiting contact: Katie Keefe at Lakewood Hardware at 216-226-8822 sales@lakewoodhardware.com

Brought to the community by resident volunteers in partnership with: Lakewood City Schools Community Recreation & Education Dept., The Lakewood Observer, Lakewood Hardware



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Registration Form

BUSINESS & CONTACT INFO

Please print clearly

Business Name: _____ **Address:** _____

Business Phone: _____ **Website:** _____

Business Owner: _____ **Other Contact if not owner:** _____

Email address: _____

Primary Description of business: _____

Please describe additional services and those that especially serve Lakewood older homes: _____

BOOTH SPACE ORDER

See included Exhibitor Information Sheet for more details.

8 ft. W x 6 ft. D Booth Space @ \$50 \$ _____

Additional Booth Options:

- 2nd Booth Space @ \$50 \$ _____

- Electricity Hookup @ \$25 \$ _____

(no internet access)

- Gym Wall Location @ \$25 \$ _____

Non-Lakewood Business Add \$25 \$ _____

Cash or check only. See below. Total \$ _____

Names of who will be working your booth.

Name badges will be provided.

BOOTH RAFFLES & DOOR PRIZE GIVEAWAYS

Publicizing giveaways can be helpful to get people in the doors of this event. We aim to get 400 households at this event and we need your help. Prizes worth \$125 or more will be listed in our Lakewood Observer advertising.

Can you offer a booth raffle or door prize or want to be contacted to discuss further? Yes contact us

Describe with dollar value _____

Please Make Checks out to:
Lakewood Board of Education
c/o or Memo: Old House Fair

Return to:
Lakewood Hardware
c/o Lakewood Old House Fair
16608 Madison Ave.,
Lakewood, OH 44107

For More Information:
Contact Lakewood Hardware
Katie Keefe, Store Manager
(216) 226-8822;
sales@lakewoodhardware.com