



REGISTRATION FORM

Ottawa Outdoor Flea, Junk, & Trunk
Craft Show & Food Vendors
Legacy Square – 125 S Walnut, Ottawa, KS
In downtown Ottawa
Saturday, May 21, 2022, 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 9th

(After May 9th, 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](mailto:sherri@ottawakansas.org)**