



**Annual Community Yard Sale
Registration Form**

Saturday, September 16th, 2023, 8:00 AM – 2:00 PM

Contact Person: _____

Name of Organization (if applicable): _____

Mailing Address (including city, state, zip): _____

Phone: _____ Email: _____

Number of Spaces _____ x \$15/space = \$ _____

A Space consists of Two (2) vehicle spaces. You can park a vehicle there to maintain appropriate spacing between vendors.

-- Please make checks payable to: *Eastern Gateway Community College* --

Types of items for sale (including crafts, baked goods, used items, etc; items must be appropriate to be seen by all ages): _____

I have read the letter and additional information and day-of instructions and agree to the terms and conditions. I understand that spaces are first come, first served, and that I may not be assigned the same spot I've had in previous years.

Signature

Date

Please Note: All sales of food and beverages, including water, are PROHIBITED. Rain date is Saturday, September 23, 2023. We'll do our best to accommodate requests, but previous assigned space rentals aren't guaranteed; spaces are first come first serve. **Registration forms & payment must be sent to the address below:**

**ATTN: Lauren Ames (Yard Sale)
Eastern Gateway Community College
4000 Sunset Blvd, Steubenville, OH 43952**

Yard Sale Information and Day-Of Instructions

This is very important information, so make sure you read these guidelines in their entirety and keep with the invitation letter. **By completing the registration form, you agree to the following policies and terms for the 2023 Yard Sale and assume any liabilities involved with the nature of a public event.** Failure to comply with these guidelines may impact invitations for future yard sale events.

- **No postal mailings will be sent out after this form is received**; it is important for you to **include a WORKING email and/or phone number (email is preferred)**. This is how we will contact you to confirm your registration form has been received how you will receive your spot assignments (including map if an email is provided), how we will contact you if anything else should arise (i.e., cancellation or rescheduling for weather).
- The extra space between vendors is for one (1) personal vehicle to be parked, and is not meant for additional space to spread out items. By signing below, you understand that it is likely that you will not be in a spot that has traditionally been assigned to you; and as always, spots will be on a first received, first reserved basis.
- Each registrant is responsible for providing their own tables and chairs.
- The parking lot will be closed the evening before and will not be open for set up.
- **Set up for the yard sale will not begin until the day of the event (Saturday, September 16) at 6am.** Please do not arrive earlier than 15 minutes prior to the set-up time.
- If you wish to park an **additional** vehicle with your set up area (besides the first space provided to you for a vehicle), you'll need to reserve and pay for an extra space when registering.
- You are responsible for cleaning up your area at the conclusion of the yard sale; a dumpster is provided at the end of the parking lot for you to dispose of any unsold merchandise you don't want to take home.
- Due to food service contracts, all sales of food and beverages, including bottled water, are prohibited. This does not include individually packaged home-baked goods; products containing nuts must be clearly marked.
- This is a family-friendly event held on a college campus. The sale of adult items, weapons (guns, crossbows, knives), or other inappropriate items is prohibited.