

June 6, 2019

Hello,

You are invited to participate in one of Eastern Gateway Community College's most anticipated events: our Annual Community Yard Sale! It will take place on **Saturday, September 14 from 8am-3pm** at the Steubenville Campus, with the tentative rain date of September 21. Simply fill out the registration form entirely, detach, and return it with your payment to reserve your space(s) by Monday, September 9. If you prefer a specific space, please list that on your registration form. We will do our best to accommodate all requests, however, they are not guaranteed. Spots are on a *first come, first served* basis. Once all spots are filled, a waiting list will begin, and interested participants will be contacted in order of receipt of form, should there be any cancellations. Spaces will not be reserved until full payment is received.

Attached is additional information, including day-of and set-up information. **Please keep this information sheet along with the top half of this registration form.** Should you have any questions, please don't hesitate to contact me.

Sincerely,

Abbie Twyford Wilson
Director of Student Activities
atwyford@egcc.edu / 330.480.0726 x3129



Annual Community Yard Sale Registration Form

Saturday, September 14th, 2019, 8:00 AM – 3:00 PM

Contact Person: _____ Name of Organization: _____

Mailing Address: _____

Contact Phone Number: _____ Email: _____

Number of Spaces _____ x \$15/space Amount Enclosed: _____

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

Items being sold: *Please mark all that apply*

Crafts: _____ Baked Goods: _____ Used Items: _____

Other (Specify): _____

I have read the attached form with additional information and day-of instructions and agree to the terms.

Signature

Date

Please Note: Due to food service contracts, all sales of food and beverages, including water, are PROHIBITED. Rain date is Saturday, September 21. We'll do our best to accommodate requests, but previous assigned space rentals aren't guaranteed; spaces are first come first serve. Registration forms & money can be sent to the address below:

ATTN: Abbie Twyford Wilson (Yard Sale) EGCC – 139 E. Boardman St, Youngstown, OH 44503

Yard Sale Information and Day-Of Instructions

(Very important information, make sure you read this entirely and keep with the top portion of the registration form!)

- **No 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., rescheduling for weather)

- 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 14) at 6am.** Please do not arrive earlier than 15 minutes prior to the set up time. If you wish to park your vehicle with your set up area, 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.