



# 2021 Flea in the Fort Vendor Application

Event location: Fort Thomas Mess Hall  
 801 Cochran Street Fort Thomas, KY 41075

**Contact Info**

|                                   |  |
|-----------------------------------|--|
| Name of Organization/<br>Business |  |
| Vendor name(s)                    |  |
| Street Address                    |  |
| City, State, ZIP Code             |  |
| Primary phone number              |  |
| Email                             |  |

**Space & Dates** *(Please circle)*

| What kind of booth are you renting? | One booth (10x10) \$30               |                                       |   | Payments must be submitted with application. | Paying with a check?<br>Please make checks payable to 'City of Fort Thomas'. | Paying with cash?<br>Cash is accepted. |
|-------------------------------------|--------------------------------------|---------------------------------------|---|--|--|--|
| What Month(s) are you attending?    | <u>May 2</u><br>(Sunday)<br>10am-3pm | <u>June 6</u><br>(Sunday)<br>10am-3pm | <u>August 1</u><br>(Sunday)<br>10am-3pm |  |  |  |

**Vendor Type** *(Please describe and include photos of products and booth displays)*

**Do you need** *(Please circle)* Electric? Yes | No  
*If yes, what equipment will be used?*

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\*Please note that electric is an additional \$10 per month on a separate check.

**Questions:** Please contact Sam Shelton at [sshelton@ftthomas.org](mailto:sshelton@ftthomas.org) or (859)572-1209.

Mail applications and fees to: Fort Thomas Renaissance  
 c/o Sam Shelton  
 City of Fort Thomas  
 130 North Fort Thomas Avenue  
 Fort Thomas, KY 41075



# 2021 Flea in the Fort Vendor Application Participation Information

*Please read through our rules and guidelines before signing your application.*

## **About Flea In The Fort**

The event is held outside the Mess Hall located at Tower Park in Fort Thomas, KY. Fort Thomas is located 20 minutes from downtown Cincinnati. We have approximately 50 booth spots and the event runs from 10am-3pm.

## **Art/Craft Medium**

All products that you are selling must be handcrafted by you. You must only bring the work that you supplied on your application. To ensure the best showcase of craftsmanship, the city reserves the right to limit the number of vendors selling similar products.

## **Booth Info**

All booth sizes are 10x10. Electricity is limited. If using electric, you will need to bring your own electrical cords. All exhibitors are expected to present their art/craft in an attractive and professional manner with covered tables (must cover to the floor) and inviting displays. Due to liabilities exhibitors are not allowed to bring pets. Vendors are responsible for their own table, chairs, tents, change/money, etc. There MUST be at least one person on site at all times during hours of operation.

## **Payment**

Cash and checks are accepted and must be submitted with your Application. If paying with a check, make it out to 'The City of Fort Thomas'. If you are paying for electric, that must be on a separate check (one check for booth and one for electric). **There are no refunds of fees UNLESS the event is cancelled due to COVID issues.**

## **Set-Up**

Vendors may start setting up as early as 8am the morning of the show. The show runs from 10am-3pm so vendors must be ready to sell 30 minute before the event. Vendor parking will be at the Fort Thomas Military & Community Museum which is a one minute walk from the Mess Hall.

## **Take Down**

You must keep your booth set up until the end of the event unless weather causes the event to close early. There may not be any damage to the property left by setup of tents, stakes, or anything of the sort. Any trash must be cleaned up by the vendor and properly disposed of.

## **Additionally to our policy**

- Vendors are responsible for any licenses, permits, sales taxes and fees required by law.
- Vendors are responsible for owner's insurance (if applicable).
- The city is not responsible for any accidents or merchandise lost.
- Understand that you do accept full responsibility for your space rented and will be held accountable.

**Questions:** Please contact Sam Shelton at [sshelton@ftthomas.org](mailto:sshelton@ftthomas.org) or (859)572-1209.