

WCHS Attic Treasures Emporium

GUIDELINES: Address: Armstrong Conference Center (121 South Broadway, Lebanon 45036). This is a secure, alarmed building, located in the heart of downtown. Street entrance is off South Street

1. Booths are 10'x10' table space. Depending on the number of vendors, space may be customized. Each space rents for \$50 with vendor's own table(s). Tables may be rented from WCHS for \$10 extra each. Rental covers both days. **Paid reservations are due 1 week prior to date of sale.** We regret no refunds are possible, however, we may credit your account for the next event.
2. Set-up is Tuesday, Wednesday and Thursday prior to the sale, 10 AM-4 PM. Vendors may load items using the rear entrance, a 4ft wide handicap accessible ramp is available for use. A limited number of carts will be available but vendors may opt to bring their own hand trucks. Set-up must be completed by 4 PM Thursday. **No set-up is permitted the day of the sale. Upon completion of unloading, vehicles must be moved to off-site parking.**
3. Sale hours are Friday 9:30 AM - 4:00 PM & Saturday 9:30 AM - 3:30 PM. Vendors may enter, beginning 9:30 AM, through the front door or the new rear entrance. **Do not park next to the back door.** Ample parking is available on the surrounding streets and lots including the Library's new parking lot in the rear of the Armstrong Conference Center.
4. Vendors should remain in own booths at all times. Bring a helper to assist you. WCHS waives any liability for missing or damaged merchandise.
5. No firearms. No beds, bedding, clothing, drapes or household linens. Vintage textiles are acceptable.
6. Each vendor is responsible for his/her own Ohio sales tax, .07%.
7. The Museum closes at 4 PM Friday, at which time the security system will be set. Tear-down is at 4PM on Saturday. If the Conference Center is not scheduled to be rented Sunday, Monday, or Tuesday, tear-down may be extended to Tuesday if necessary. WCHS assumes no liability for items left after 4 PM Saturday.
8. WCHS will promote the event using press releases, social media, email, posters, classified ads and various community websites. Vendors may run own ads at their expense, if they wish.
9. Please do not tape or hang anything on painted walls as this will damage them. Exceptions are the use of blue painter's tape or Command Strip brand hangers.
10. We strive to accommodate our vendors. If you have any questions please contact us. 513-932-1817 www.wchsmuseum.org wchs@wchsmuseum.org

**Rental proceeds benefit the Warren County Historical Society.
Thank you for your support.**