

December 2024

Dear Vendor:

You are invited to participate as a vendor at the 2025 Buckeye Alpaca Show. The show will be held March 22-23, 2025, at the Arena Complex, Summit County Fairgrounds in Tallmadge, Ohio.

All activities of the Buckeye Alpaca Show will be conveniently held within the Arena Complex at the Summit County Fairgrounds, a heated, spacious building with concrete floors. We anticipate that the building will be completely filled. There is plenty of parking and a large overhang on the east side of the building where you can unload/load.

**Important facts at a glance:**

- The vendor spaces will be located on the mezzanine level.
- Each vendor space is 10'x12'
- \$225 per space which includes electric; \$8 per 8' table, \$3 per folding chair.
- Spaces filled on a first come, first served basis. You may rent more than one space, pending availability.
- Vendor sponsorships available: See Important Information sheet for details.

You may use signs or back drops of any reasonable height. All your items must remain within your space. It is prohibited to hang or mount anything on the walls or ceiling. Multiple space discounts are not available.

Donating to our silent auction will give you additional exposure.

**Timing:** You may unload your merchandise in your vendor booth on Thursday, March 20th, after 1:00 PM and begin setting up Friday, March 21st at 8:00 AM and must finish set up by Saturday 8:00 AM. The Buckeye Alpaca Show will end Sunday at 3:00 PM. All vendors are to vacate no later than 4 hours after the show has ended or by 7:00 p.m., whichever occurs first.

For your convenience, a contract is attached for you to sign and mail to me with your payment. We must receive your signed contract with full payment by February 25, 2025, in order to reserve space for you. Please keep in mind that space is limited. We anticipate a sellout of vendor space and animal stalls. Do not hesitate to send in your contract. The event managers have the right to refuse or reject a vendor's registration form.

**Questions** and/or contracts should be directed to Mary Reed at [sunnimoor@roadrunner.com](mailto:sunnimoor@roadrunner.com) or call 216-387-3509. I will be happy to provide you with directions or further information.

## VENDORS – IMPORTANT INFORMATION

All activities of the Buckeye Alpaca Show will be conveniently held within the Arena Complex at the Summit County Fairgrounds (229 E. Howe Rd., Tallmadge, Ohio), a heated, spacious building with concrete floors. We anticipate that the building will be completely filled. There is plentiful parking and a large overhang on the east side of the building where you can unload/load.

Important facts at a glance:

- The vendor spaces will be on the Mezzanine Level
- Spaces will conform to the typical 10'x12' configuration
- Each vendor space is 10'x12' at a minimum
- \$225 per space which includes electric
- \$8 per 8' table
- \$3 per folding chair
- Spaces filled on a first come, first served basis. You may rent up to 5 spaces, pending availability.

You may use signs or back drops of any reasonable height. All your items must remain within your space. It is prohibited to hang or mount anything on the walls or ceiling. Multiple space discounts are not available.

**Advertising** is available both in our professionally produced show book and by purchasing sponsorships. Donating to our live and silent auctions will give you additional exposure. Please direct your advertising requests to Mary Reed, 9601 Kinsman Rd., Novelty, OH 44072, phone 216-387-3509 or email [sunnimoor@roadrunner.com](mailto:sunnimoor@roadrunner.com).

**Timing:** You may unload your merchandise in your vendor space on Thursday, March 20th after 1:00 PM, begin setting up Friday, March 21st at 8:00 AM and must finish set up by Saturday at 8:00 AM. The Buckeye Alpaca Show will end Sunday at 3:00 PM. All vendors are to vacate no later than 4 hours after the show has ended or by 7:00 p.m., whichever occurs first.

We must receive your signed contract with full payment by **Tuesday, February 25th, 2025** in order to reserve space for you. Please keep in mind that space is limited. We anticipate a sell out of vendor space and animal stalls. Do not hesitate to send in your contract. The event managers have the right to refuse or reject a vendor's registration form.

**Questions** and/or contracts should be directed to Mary Reed. She may be reached by phone at 216-387-3509 or email at [sunnimoor@roadrunner.com](mailto:sunnimoor@roadrunner.com).

The Summit County Fairgrounds will not have an emergency phone number available the weekend of our event. If you do have an emergency, you may call 216-387-3509. This is Mary Reed's cell phone and we ask that you restrict the use of this number to emergencies.

Complimentary Motor Home parking is available, reserved through the Buckeye Alpaca Show. First come/first served. All sites have electric hookups. Water hookups will not be available. Tent camping is not available.

## COVID19 SAFETY PROCEDURES

Your safety is important to us due to COVID19, we recommend that you practice social distancing and utilize the handwashing and sanitizing stations at the show. We will continue to frequently sanitize restrooms, picnic tables, benches and highly touched surfaces, and seating and handrails will be sanitized before each show.

An inherent risk of exposure to COVID19 exists in any public place where people are present. COVID19 is an extremely contagious disease that can lead to severe illness and death. According to the Center of Disease Control and Prevention, senior citizens and guests with underlying medical conditions are especially vulnerable. By visiting the Summit County Fairgrounds and the Buckeye Alpaca Show, you voluntarily assume all risks related to exposure to COVID19.

## **BECOME A VENDOR SPONSOR!**

### **VENDOR GRAND SPONSOR: \$900**

Premium location for your vendor space  
2 Free Vendor Spaces  
Inclusion of your flyer, catalog or marketing item in the Exhibitor Totes  
Listing on show website with live link to Vendor website  
Special recognition announcements

### **AREA HOTELS**

When calling a hotel, please state you are with the Buckeye Alpaca Show to get the block rate. Check each hotel for their block rate release date.

#### **Comfort Inn & Suites Cuyahoga Falls – HOST Hotel**

1420 Main Street  
Cuyahoga Falls, OH 44221  
330/926-1233 Released 3/01/2025  
3.0 miles to Fairgrounds  
Rates: \$99.00 plus tax for 2 Queens or 1 King Bed with separate living room with pull-out sofa  
Group Name: Buckeye Alpaca Show  
7am Breakfast – Sat. & Sun.

#### **Holiday Inn Express & Suites, Kent – HOST Hotel Kent**

1215 Sanctuary View Dr. (west of Rt. 43)  
Kent, OH 44240

888/465-4329 Released 3/01/2025  
5.0 miles to Fairgrounds

Rates: \$139.00 plus tax for 2 Queens or 1 King Bed

Group Code: (ALP)  
7am Breakfast Sat. & Sun.

#### **Sheraton Suites – Cuyahoga Falls**

1989 Front St.  
Cuyahoga Falls, OH 44221  
330/929-3000 Released 2/21/2025  
4.0 miles to Fairgrounds  
Rates: \$159.00 plus tax (Single or Double)  
Breakfast is not included.  
Group Name: Buckeye Alpaca Show

#### **Hampton Inn – Kent**

4406 Rt. 43, Kent, OH 44240  
330/673-8555 Released 2/1/2025  
5.0 miles to Fairgrounds  
Rates: \$125.00 plus tax for 2 Doubles or 1 King Bed  
Group Code: LHHBAS  
Breakfast included

**VENDOR REGISTRATION FORM**  
**BUCKEYE ALPACA SHOW – MARCH 22-23, 2025**

Company Name: \_\_\_\_\_

Attendee Name(s): \_\_\_\_\_

(For name badges) \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Vendor's License Number: \_\_\_\_\_

10' x 12' Booth (list number of booths needed) \_\_\_\_\_ x \$225 = \_\_\_\_\_

8' Table \_\_\_\_\_ x \$8 = \_\_\_\_\_

Folding Chair \_\_\_\_\_ x \$3 = \_\_\_\_\_

Or Vendor Grand Sponsorship: 2 booths, Marketing package for \$900: \_\_\_\_\_ = \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED:** \_\_\_\_\_

I would like to donate an item to the Silent Auction. \_\_\_\_\_

\_\_\_\_\_

All vendors are to be loaded and off the premises within 4 hours after the last class has been completed or 7:00 p.m. on Sunday, March 24th, whichever comes first.

**Payment Must Accompany This Application – Registration deadline February 25, 2025**

Remittance is to be made payable to Buckeye Alpaca Show and mailed to:

Mary Reed

9601 Kinsman Rd., Novelty, OH 44072

216-387-3509 phone

sunnimoor@roadrunner.com

Signature: \_\_\_\_\_ Date: \_\_\_\_\_