

## **Central Ohio Families with Children from China Shang Chang (Market Area) Guidelines**

1. All vendors wishing to sell merchandise at COFCC events will be required to submit a vendor application. Only those vendors that receive Board approval will be permitted to sell merchandise at the event. Vendors will be notified of the Board response to their request by the Shang Chang Coordinator.
2. Merchandise sold should be related to adoption and/or Chinese culture.
3. Vendors and non-profit organizations may indicate the number of tables/amount of space needed for their merchandise or displays in the application; however, tables/space may be modified by the Shang Chang Coordinator as necessary.
4. Both vendors and those representing non-profit organizations will be required to set-up their tables/space prior to the start of the event. They will be notified by the Shang Chang Coordinator of the start and end times of the event, as well as the vendor hours, if these vary from the event hours.
5. Vendors and organizations are responsible for staffing their tables/space throughout the vendor hours of the event. COFCC is not responsible for any loss or damage to merchandise, displays or funds during the event.
6. Vendors and non-profit organizations will be required to remove their merchandise and/or displays immediately following the completion of the event.
7. All vendors are required to report total sales to the Shang Chang Coordinator at the end of the event (a form will be given at the event). Vendors are required to donate a **minimum** of 10% of their total sales to COFCC. The donation (check or money order, payable to COFCC) should be mailed to the Shang Chang Coordinator within 15 days following the event.
8. The Board reserves the right to deny approval to any individual or organization that does not follow the above guidelines.

Please contact the Shang Chang Coordinator with any questions.  
Tracy Burleson, Shang Chang Coordinator  
971 Sapphire Flame Dr.  
Delaware, OH 43015  
(614) 975-5891  
[tracyburleson@gmail.com](mailto:tracyburleson@gmail.com)

**Central Ohio Families with Children from China  
Shang Chang (goods area) Application**

Applicant: \_\_\_\_\_  
Business or  
organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Evening phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Description of merchandise or  
organization: \_\_\_\_\_  
\_\_\_\_\_

For what event is this  
request: \_\_\_\_\_

How many tables/space do are you  
requesting: \_\_\_\_\_

Have you previously sold merchandise at a COFCC event? Yes No  
I have read the COFCC Shang Chang guidelines and agree to follow them.

\_\_\_\_\_  
Signature and Date

For Board Use Only

- Request for \_\_\_\_\_ tables/space approved by the COFCC Board  
 Request for \_\_\_\_\_ tables/space denied by the COFCC Board for the  
following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Date Received:

Please mail/e-mail the completed Shang Chang application for approval to the  
following:

Tracy Burleson, Shang Chang Coordinator  
971 Sapphire Flame Dr.  
Delaware, OH 43015  
(614) 975-5891  
[tracyburleson@gmail.com](mailto:tracyburleson@gmail.com)