

Friends of the Library CRAFT FAIR Exhibitor Application

SATURDAY, OCTOBER 14, 2017

Application should be returned ASAP. Once capacity is reached, vendors will be placed on a waiting list.

Send the SIGNED and completed application and your check for the \$55 Exhibitor Fee, plus \$5 fee for electric (if applicable) made payable to the:

Friends of the Library together with photographs to: **Friends of the Library, Craft Fair, West Babylon Public Library**, 211 Route 109, West Babylon, NY 11704.

All vendors are asked to make a raffle donation on the day of the event.

Please direct any questions to Andrea, at 631-884-0634
(print clearly)

Name _____

Business Name _____

Address _____

City _____ State _____ Zip code _____

Telephone # _____ **Cell #** _____

Email: _____ **Website** _____

Please describe the products you intend to sell: _____

Please give typical price ranges for individual items: _____

Set up will begin at 8:30 am. Vendors **MUST** park in marked stalls in front to unload and load. Cars **MUST** be moved behind the Library to allow shoppers to park in front. Sale is open to the public from 10am – 4pm. All vendors and merchandise must be removed by 4:55pm.

Each vendor will receive a 7' X 7' space and may not create a public aisle within their space. All tables, chairs, items for sale and the vendor must fit completely within the 7' X 7' area.

A single 6' X 30" table for the inside spots may be requested at no additional charge, but vendors must provide a tablecloth to protect it.

Up to two chairs may be requested for inside spots, at no additional charge, for vendor seating.

Access to an electric outlet may be requested, at an additional fee of \$5.

As required, I am submitting photographs of my products. They will be returned at the Craft Fair.

I am applying to borrow a table and will provide my own tablecloth.

I am applying to be near an electrical outlet, at an additional fee of \$5.

TOTAL amount enclosed: \$55 or \$60 (with electric).

PLEASE KEEP A COPY OF ALL FORMS FOR YOUR RECORDS.

Friends of the Library Craft Fair Agreement

Exhibitor will abide by and be subject to the following agreement as a condition for acceptance as an exhibitor at the **Friends of the Library** Craft Fair.

1. I am the owner of the business that either produces or distributes the products displayed in my booth.
2. I will be present at the Craft Fair, representing my work and will not sublet booth space to another business or entity.
3. I understand that the **Friends of the Library** reserves the right to remove, without refund or recourse, any exhibitor who misrepresents themselves or their product.
4. I agree to comply with all local and state regulations. I will have no open flames.
5. I will agree with all signage restrictions and will store excess stock out of sight. I agree to abide by move-in and move-out regulations as stipulated by the **Friends of the Library**. I further agree to remain set up with enough inventory for sale for the duration of the Craft Fair.
6. I agree to pay the amount of \$50, which must be submitted along with the application. Access to electric is available for an additional fee of \$5. Once accepted, I understand that any exhibitor who fails to appear one hour before the Craft Fair opening forfeits their right to exhibit without refund or recourse. If I am not accepted, my check will be returned.
7. I will not hold the **Friends of the Library, West Babylon Public Library**, its agents, employees or officers liable for failure to perform or fulfill its contractual obligations provided such failure is caused, occasioned or impeded by closures of site location due to any causes beyond its control. Nor will I hold the **Friends of the Library** or **West Babylon Public Library** responsible for loss or damage of exhibitor's wares, exhibits or personal property or for loss or injury caused by products sold or exhibited by exhibitors, directly or through warranty, express or implied. Insurance for such loss, damages or injury will be my sole responsibility.
8. If my check is returned due to insufficient funds, I agree to pay any fees charged by the bank and replace it with a money order or teller's check or to forfeit my place at the **Friends of the Library** Craft Fair.
9. I understand the **Friends of the Library** will make the assignments of booth locations for each exhibitor at their sole discretion.
10. It is agreed that the **Friends of the Library** reserves the right to amend and/or add to the applicable rules pertaining to and governing this show at any time prior to its commencement. Additions or amendments will be circulated to exhibitors in writing. The interpretation of all rules by the **Friends of the Library** will be final.

General Release and Acceptance of Rules

I have read the contract and agree to abide by these rules. In addition, I expressly release the **Friends of the Library** and the **West Babylon Public Library**, from any damage, injury or loss to any person or goods, which may arise from the occupation of this space or the participation in this Craft Fair by me, the exhibitor.

I also agree to hold the **Friends of the Library** and the **West Babylon Public Library** harmless of any loss, injury or damage. I further agree that no employment is created by this contract.

I understand only if this application is not accepted, the **Friends of the Library** will return photographs I have submitted only if I have included a self-addressed envelope containing adequate postage. The **Friends of the Library** will not be held liable for any damage resulting to photographs.

If this application is accepted, I give permission to use my name, company name and contact information; the photograph or other materials submitted; for publicity purposes, including the **West Babylon Public Library** website. Photographs will be returned on the day of the event, only to those who request it.

Application to this show constitutes exhibitor agreement of this release.

Applicant's Signature

Date