

Spalding Memorial Library Christmas Market Vendor Application

Date: November 25<sup>th</sup>, 2023 **10AM – 1PM**

**Deadline: November 13<sup>th</sup>, 2023**

Entry Fee: \$10 per spot / Food Trucks: **Up to 50'** \$15

Applicant Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Items to be sold: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Non-Food Vendor- Number of spots requested (1or2) \_\_\_\_\_ Amount Enclosed: \_\_\_\_\_

**Vendor fee is non-refundable if cancelled within 30 days of event, regardless of reason.**

\_\_\_\_\_ **(Initials here)**

Social Media Information (Will be used for Advertising Purposes):

Facebook \_\_\_\_\_

Instagram \_\_\_\_\_

**If you are interested in being featured in our online advertising, please email [mcampbell@spaldinglibrary.org](mailto:mcampbell@spaldinglibrary.org) with photos of items you plan to sell at the Christmas Market.**

I have read the rules below and agree to honor said rules.

\_\_\_\_\_

Authorized Vendor Representative- Sign and Date

Please fill out the application and mail it along with your payment (cash/check) made payable to:

Spalding Memorial Library

**Address to:**

Spalding Memorial Library c/o Meaghamn CampBell 724 South Main Street, Athens, PA 18810.

All vendors are encouraged to attach a business card to your application

**Types of Vendors:** Vendors that have products/food to sell will be our primary focus; handcrafted, direct sales, food, fitness, ect. If you make/sell an item and we have several others doing very similar things, we will cap it (i.e. we may cap at 3 candle vendors or jewelry vendors) to allow for healthy competition without hurting our vendors' overall sales.

If you represent a national chain/brand, we will limit vendors to one vendor per company. Additionally, the person who fills out and signs the application is the person who is to attend the show.

Unfortunately, there will be no more subletting of your space to team members. If you bring additional team members with you and there is unprofessional behavior from them, YOU will be held responsible as well. This could mean you will be asked to leave and not be asked back for future events. Spalding Memorial Library reserves the right to non-renew any vendor contract for the following year.

**All Vendors:** All vendors are encouraged to attach a business card to your application.

**Food Vendors ONLY:** Food vendors (to include food trucks and small baked goods – fudge, cookies, ect.) will require a food permit/license and liability insurance with the following listed: Spalding Memorial Library c/o Meaghann CampBell 724 South Main Street, Athens, PA 18810

**Tents:** We suggest each vendor have a tent due to this being an outdoor venue. **If you choose to use a tent, it should be weighted. All food vendors must be covered with a tent.**

**Cost:** The cost per 10' x 10' spot is \$10. You may request up to two spots on your application. If you need more than two spots, please contact the Library immediately. This is a first-come (paid) first-served basis.

**Advertising:** We will be advertising through the Newspapers, Radio Stations, and Social Media. We will also be posting flyers around the community. There will be an event on Facebook, where vendors are welcome to post. We ask that you share the event, along with our official flyer frequently, prior to and during our Christmas Market.

**Set-Up:** Saturday: **8:45.** Each space is approximately 10'x10'. You will need to provide your own tables and canopy. We require that everyone be accommodating to their neighbors as there is limited space between vendors. Before the event you will be contacted with your space number, this will help you locate your space the morning of the event.

**Parking/Handicap Accessibility:** Please be aware that the spaces in our parking lot are limited and will be reserved for Handicap Accessibility and Food Truck Parking. You are welcome to unload in the parking lot but then please move your car down the street to facilitate ease of movement for visitors to the market. Please be considerate in not parking on the grass of any of our neighbors. Handicap Access to the Library building is located around the back of the building.

**Tear Down:** Tear down can begin at **12:45 on Saturday.**

**No-Shows:** No-Shows will not be asked back.

**Attire:** Since it is outside, use common-sense dress due to the weather. We ask that no vendor have offensive lettering on clothing or revealing clothing, as this is a family event.

**Electric: NOT PROVIDED to any vendor. All vendors will need to be self-sustaining and food vendors will need to bring a generator.** We are no longer able to offer electric/water hook-ups. We apologize for any inconvenience this may cause.

**Internet:** None available, you will need to provide your own Wi-Fi.

**Smoking:** Please do not smoke on Library property during the event.

**Hold Harmless:** By signing this agreement, you/your organization shall indemnify, hold harmless, and defend the Christmas Market, Spalding Memorial Library, and all of its officers, employees, servants, and agents against any and all liability claims, cost of whatever nature, for injury or death of any person or persons and for loss or damage to any property occurring in connection with or in any way related to or arising out of the occupancy, use of premises, or providing of services and equipment at the fair.