



BRADFORD AREA PUBLIC LIBRARY

**Fall for Your Library
Craft Fair
Saturday, October 14, 2023**

Please return the signed and completed application with your check to cover your Exhibitor fee, made payable to **Bradford Area Public Library**. Send to:

Bradford Area Public Library
C/O Janelle Nolan
67 West Washington St.
Bradford, PA 16701

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

NAME: _____

BUSINESS NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____

Please briefly describe the types of items that you intend to

sell: _____

- Vendors may set up on **Friday, October 13 beginning at 5 PM**. On Saturday, October 14, vendors need to park in lots away from the library. We will seek permission from Pizza Hut and Northwest Bank (library neighbors). Library parking must be available for your customers.
- The sale will run from **11 AM – 4 PM** on Saturday, October 14. Vendors are asked to have their merchandise removed by **5:00 PM**.

Each vendor will receive a 7' x 7' space with 1 table (if needed) for \$25. Or a second 7' x 7' space and second table for \$40. **Vendors will need to supply their own table coverings if they wish to use them.** Library tables measure 6' in length. The library can also supply chairs, free of charge if desired. Access to an electrical outlet may be requested, at an additional charge of \$5.

Please check and/or fill in, all boxes that apply to you:

I will email any logos and product pics to marketing@bradfordlibrary.org to be used in promotional materials

I will rent ONE table for \$25

OR

I will rent ONE 7' x 7' space
For \$25

******(if you wish to have two (2) tables or two (2) spaces for \$40, please enter the appropriate number in the boxes above).***

I wish to have access to an electrical outlet for an **additional \$5**

Total Amount Enclosed. Checks payable to Bradford Area Public Library

PLEASE KEEP A COPY OF ALL FORMS FOR YOUR RECORDS ALSO

Vendor Agreement

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 my space to another entity.

3. I agree to comply with all local and state regulations. I will obtain any required tax, vendor, or other permits as required by local or state authorities at my own expense.
4. I understand that BAPL will make the assignments of table/space locations for each vendor at their sole discretion.
5. If for any reason, it becomes impossible to operate the Craft Fair (i.e. inclement weather, forced closure of library building), I understand that this agreement is terminated. The library will reimburse vendors only for the amount that was previously submitted. I will waive any claims for damages.
6. BAPL will not be responsible for any injury or loss that may arise or come to the vendor and their goods, from any cause while the fair premises are being occupied under this agreement.
7. BAPL does not provide insurance coverage. Any insurance must be provided by each vendor.
8. I agree to abide by the move-in and move-out time for this fair.
9. I understand that vendor applications/reservations will be confirmed by email. Refunds will be issued if the application/reservation is not accepted.

General Release and Acceptance of Rules

- I have read the contract and agree to abide by these rules. In addition, I expressly release the BAPL, from any damage, injury or loss to any person or goods which may arise from my participation in this fair.
- If my application is not accepted, BAPL will refund my application fee.
- I give permission to use my name/company name/logo, as well as photographs of my crafts for publicity purposes, including BAPL's social media platforms, newsletter, and website.
- Application to this show constitutes exhibitor agreement of this release.

Applicant's Signature: _____

Date: _____

Vendor confirmation is made when the application fee is received and if capacity has not been reached.