

Vendor Contract for



2018 Fall Craft Fair

Thank you for your interest in participating! Proceeds from our sale will be used to fund programming for both children and adults and provide museum passes for the library.

Location:

- Tiverton Public Library, Community Room, 34 Roosevelt Ave. Tiverton, RI

Dates and Times:

- Saturday, October 20, 2018 from 10:00 a.m. to 3:00 p.m. Setup is 9:00-10:00AM

Deadlines:

- Table assignments will be made on a first come first basis and are contingent upon receipt of both (1) a signed and fully completed contract and (2) payment in full for the table(s) requested. Both the contract and the payment must be received together in the same envelope no later than October 16. Partially completed contracts and/or partial payments will not secure your table(s). Checks or money orders should be made payable to The Friends of Tiverton Libraries. (Please do not send cash). Contracts and payments can be dropped off at the library or mailed to:

The Friends of Tiverton Libraries
Tiverton Public Library
34 Roosevelt Ave.
Tiverton, RI 02878

- Checks will be deposited by October 17, 2018.
- A \$25 fee will be collected for returned checks.
- Booth fees are non-refundable after October 17, 2018.

Vendor Information:

- Booth space will be assigned prior to the show and will be determined as stated above. There are two table sizes available. The fee for a 5 foot table is \$25, and the fee for an 8 foot table is \$35.
- One table and two chairs will be provided per booth. You can request additional tables in your contract. Tables and chairs are the property of the library and negligent damage to them must be paid for by the vendor.
- Assistance is available for both unloading and loading. (Advanced notice is appreciated).
- Electricity is available, but limited. Let us know in your contract if you will need it. Extension cords will not be provided.

- Please bring a cart/dolly with you if you will need it for set-up/tear down.
- Booths must be attended at all times. (This is for the safety and care of your items.)
- Please refrain from affixing or taping any materials on walls or posts behind your area.
- Pets (except for service animals), alcoholic beverages, and smoking are prohibited.
- Each vendor is responsible for his/her own cashbox.
- Lunch and beverages may be brought in by the vendor, or may be purchased from the food truck outside the library or from local eateries.
- So as not to discourage customers, we ask that you please move your vehicle to the adjacent playground area after unloading.
- **A vendor gift will be left on your table as a thank you for your participation in our Craft Sale. Please take it home with you and enjoy!**

Disclaimer:

- Booth space is limited and will be provided on a first come, first served basis. Neither The Friends of Tiverton Libraries nor The Tiverton Public Library are responsible for accidents or injury during the event or for lost or stolen merchandise or money.

Advertising:

- Advertising will be in local newspapers, on the library's website, on Facebook, in our Friends Eblast (newsletter), and at various businesses around town. However, word of mouth is the best advertising of all! Please promote this to your friends and family, we can send you a .pdf or .jpg of our poster.

(Please print or type and fill in completely)

Name: _____

Business Name: _____

Phone: _____

Address: _____

Website or email (if applicable): _____

Best way to contact: _____

Type of items you will be selling: _____

I ***can/cannot*** (please circle) donate an item of \$20 min. value with my business card, or contact info, for The Friends raffle table.

Number of table(s) requested _____ (\$25/\$35 each prior to Oct 17)

The consideration of post-deadline applications is at the discretion of the Friends of Tiverton Libraries and, if permitted, a late fee of \$5 per table will be incurred.

Total amount enclosed:

Please list any special needs you may have: (example, electricity, window behind you). _____

I have thoroughly read and understand the Vendor contract for The Friends of Tiverton Libraries Craft Fair and I agree with the terms specified.

Signature: _____

Date: _____

Thank you for your participation! Any questions? Call or text 401-924-0439 (Wenonah)