



Vendor Contract for



2016 Fall Craft Fair

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

Location:

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

Dates and Times:

- Saturday, October 29, 2016 from 10:00 a.m. to 3:00 p.m. Setup is 9:00-10:00AM.

Deadlines:

- Signed contracts and payments must be received by October 15. 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 22nd, 2016.
- A \$25 fee will be collected for returned checks.
- Booth fees are non-refundable after October 22nd, 2016.

Vendor Information:

- Booth space will be assigned prior to the show, and will be determined by the order that contracts and payments are received. Every effort will be made to place vendors in an advantageous place, and apart from others selling similar items. Tables are approximately 59"x29" with roughly 4' behind you.
- One table and two chairs will be provided per booth. Additional tables and chairs may be available, but will be provided on a first come, first served basis during set-up. Tables and chairs are the property of the library, and intentional damage to them must be paid for by the vendor.
- Electricity is available, but limited. Please let us know in advance 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)
- Pets, alcoholic beverages, and smoking are prohibited.
- Vendors are responsible for their own cashbox.

- Lunch and beverages may be brought in by the vendor, or may be purchased at local eateries.

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, online on our website, Facebook, in our Eblast, and at various businesses around town. However, word of mouth is the best advertising of all! Please promote this to your friends and family.

(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: _____

Are you willing to donate an item of min. value of \$20 for a door prize? _____

Number of booths requested _____ (\$25 each prior to Oct 15, \$30 each after)

Total amount enclosed: _____

Please list any special needs you may have: (example, electricity)

*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!
Questions? Call or text 401-924-0439