Wanted!
Holiday Gift Vendors

Saturday, November 16th
10:00 a.m. - 4:00 p.m. (set up 8:30 a.m.)
at Easttown Library & Information Center

Holiday Market
Sponsored by Friends of Easttown Library

We are currently accepting applications for vendors in the following categories: holiday gifts, crafts, ornaments and decorations, wreaths, gourmet foods, jewelry, clothing and fashions, handcrafted woodworking and hanging art, baby and kids, personal care products, home décor, quilts or other upscale, unique or clever merchandise for the home or individual. Our focus is to provide a variety of vendors displaying unique, high quality and handcrafted items. We will accept a limited number of brand-name products, giving preference to handcrafted items. No baked goods, open-flame items, weapons, or inappropriate items will be permitted.

Space is limited to one table per vendor (a limited number of half tables are available). Tables are granted on a first come basis based on category of product.

1. The Holiday Market will be well advertised via the following: ELIC Website, Facebook and Twitter; library and local e-newsletters; on-site signage/banner; lawn signs around the community; and promotion through partner organizations.

2. Vendors assume responsibility for their possessions and safety during the course of the Holiday Market as well as removal of any trash in their space. Vendors using electricity must secure all cords with duct tape and make use of safe power strips and extension cords.

3. Set up will begin @ 8:30 a.m. All vendors are requested not to break down displays until after 4:00 p.m. and to be cleared from the building no later than 5:00 p.m.

4. Vendors will be directed to park their vehicle in the side parking lot of the library. Please respect all parking requests.

5. Spots will be assigned as applications are received. 6’ tables and 2 chairs are provided. Please advise if bringing your own 6’ or smaller table.
6. Lunch delivery will be available to all vendors. Prior to the event, a menu will be provided if you would like to place an order. Please complete the form, and provide your payment (cash or check) at check-in. Lunches will be delivered between 12:00 p.m. and 1:00 p.m.

7. Refund Policy: An application to this is a commitment. No refunds will be given for cancellations.

8. Directions to the library can be found at
+ www.easttownlibrary.org.

Please join us...by simply completing this application/release form and returning it as indicated with the $50.00 table fee ($35 fee for limited number of half tables) before October 15.

Money order or personal check can be made payable to “Friends of Easttown Library.” You will receive confirmation via e-mail only. Any returned checks will be charged $35.00.

Checks/Money Orders can be mailed to:

Holiday Market
Easttown Library & Information Center
720 First Ave.
Berwyn, PA 19312

or dropped off at the library during regular hours.

APPLICATION ON NEXT PAGE
Holiday Market Vendor Application

Name:_________________________________________________________________
Address:_______________________________________________________________
email:__________________________________________________________________
Phone:____________________________________________________________
Please indicate the category of your product:__________________________
and provide a brief description: ________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Price point range:______________________________________________________
What forms of payment do you accept? Credit/Apple Pay/ Venmo
(please circle all that apply) Cash / Check

I will need access to electricity:  Y   N         I will need a 6’ Table:  Y   N
I will need a power cord:  Y   N         I will need a table cloth:  Y   N

Release: I have read and will abide by the guidelines described, am fully aware
of the risks involved and hazards connected with Holiday Market, and I hereby
elect to voluntarily participate. I voluntarily assume full responsibility for any risks
of loss, property damage or personal injury, including death that may be
sustained by me or any loss or damage to property owned by me, as a result of
being engaged in such activity. I understand that the Easttown Library &
Information Center does not provide any insurance coverage for vendor
participants for any circumstances arising from their participation in this event or
any activity associated with or facilitating that participation.

Date:________________________________ Name of Business:_____________________

Signature:__________________________  Title:_______________________________