

Friends of the Bill Memorial Library
240 Monument Street, Groton, CT 06340
(860)-445-0392 // www.billmemorial.org

Dear Crafter/Vendor:

We, the Friends of the Bill Memorial Library, are proud to present our first annual Cocoa & Crafts holiday shopping event. The event will take place on Saturday, December 9th, 2017 from 4:00pm to 7:00pm inside the Bill Memorial Library in the City of Groton. Should the weather be severe enough to warrant closing the Library, the event will be postponed for one week and held Saturday, December 16th at the same time. If the weather becomes severe on the day of the event, the Friends of the Bill Memorial Library reserve the right to cancel at any time. **The Friends will not be able to issue refunds, but will make every effort to hold the event as planned.**

We are thrilled that you are interested in participating in this fundraiser to benefit the Library! Please read the following guidelines carefully before submitting an application. We are looking for a wide variety of crafts and hand-made goods. This focus on variety will inform our selection process as we decide on applicants.

1. Spaces

Our Library is a small, historic, and unique space that will lend itself well to an intimate craft fair experience. We have a limited availability of spaces. Each space allows for a table 6 feet in length. Vendors are required to bring their own tables. We will not provide additional racks, electrical cords, or any other component for your setup. The Library has electric outlets available. Please indicate on your application whether you will need access to an outlet. When securing electrical cords, no tape of any kind will be allowed library floors. Vendors will be responsible for providing their own shopping bags, packing paper, etc.

2. Payment

Each space costs \$30. We also ask that each vendor donate one item valued at no less than \$10 for a basket raffle to benefit the Library. **Payment will be due no later than Friday, December 1st.** Checks or cash can be mailed to the Friends at the Library. Checks should be made payable to "Friends of the Bill Memorial Library" Please note that vendors are responsible for all fees charged in the event of a check bounce as well as the original space fee. Donated items will be collected on the day of the event.

3. Set Up & Tear Down

Vendors may begin setting up at 3:00pm on the day of the event. There is a ramp at the back entrance that can be used for this purpose. We do not have wheeled carts for transporting your goods. After setup, all aisles and walkways must be clear of debris or cords. Breakdown may not begin until 7pm. All break-down must be complete by 8:00pm.

4. Attendance & Refunds

All applications are due by Wednesday, November 1st and may be submitted via mail or electronically. The Friends will notify you of whether or not you have secured a space no later than Friday, November 10th. In the unfortunate event that you need to cancel your space, please contact us immediately. No refunds will be issued after Monday, December 4th. If you leave early on the day of the event, you will not be issued a refund.

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5. Advertising

We will send you paper or electronic copies of our flyer. Please promote the event on your own social media pages or to friends and family!

6. Appropriate Conduct

Cocoa & Crafts is a family event. As such, please restrict materials sold to those that are family-friendly. The Friends reserve the right to deny sale items that are deemed inappropriate or offensive. The Friends also reserve the right to refuse entry and/or require the departure of any vendor who violates Library policy (available upon request), is unable to adhere to these guidelines, or who exhibits inappropriate behavior. All decisions of the Friends are considered to be final. In the event that a vendor is removed for any of these reasons, no refund will be provided.

7. Insurance

Please note that the Friends of the Bill Memorial Library and the Bill Memorial Library, its employees and trustees, are not liable in the event that any of your items are damaged, lost, or stolen, or if any personal injury occurs while operating your space.

We are extremely excited to be holding this event for the first time at our Library! We think this will be an excellent offering in the community and a great way to give back to our Library. Please contact the Friends with questions. You can reach them via email at kbengtson@billmemorial.org

Please complete this portion and return to the Library via mail or electronically:

Applicant Name: _____

Phone Number: _____

Email Address: _____

Business/Vendor Name: _____

Brief Description of Items Sold: _____

General price range of items sold: _____

Do you need an electrical outlet? Yes No

If you have a website or Facebook page that features your crafts, please provide the address:

Item to be donated: _____