

Bill Memorial Library Friends Committee Vendor Agreement/Application

Thank you for your interest in being a vendor at our Artisan Market on Saturday, September 24, 2022 from 10 am until 3 pm (Rain Date: Sunday, September 25, 2022.)

Please read the following information carefully before submitting your application.

1. While this is an “open” market, it is a family-friendly event, and the planning committee reserves the right to restrict the sale of any items that we deem offensive or profane.
2. The Market will be held in the yard of The Bill Memorial Library, which is on a hill off the Thames River. Vendors are encouraged to set up a tent/canopy for shade and comfort. It can get breezy near the water, so tent stakes or weights are strongly encouraged.
3. Only one business per booth will be permitted. Space may not be sublet or shared without prior approval of the planning Committee. All sales and solicitation will be limited to booth space. Roaming vendors are prohibited.
4. Each vendor will furnish their own tables, chairs, tents, stands, and display materials.
5. Set up will begin at 8 am. All vendors must be set up and ready to sell by 9:45 am on the day of the market. Breakdown will start no sooner than 3 pm and must be completed by 4:00 pm. No vendor is to close before the end of the event. Vendors are responsible for leaving their space clean and trash free.
6. Vendor tables/booths are to be manned at all times until the close of the market at 3:00. The Bill Memorial Library and the Friends Committee will not be responsible for merchandise or display materials left unattended.
7. Vendor will be fully responsible for any loss or damage to his or her property by theft, fire, or casualty. The Bill Memorial Library and the Friends Committee expressly disclaim any responsibility for same.
8. Each vendor is responsible for the conduct of their employees/representatives at all times during the market.
9. Application fees are not refundable. We will make every effort to hold the event as planned and are not liable if weather or other conditions prevent the Vendor from attending and fulfilling their contractual obligation as an exhibitor. No refunds will be made for weather, accident, health or any other causes for non-participation.
10. All vendors must provide a copy of a valid CT Sales and Tax Permit to sell at our market.
11. The fee for a 10x10 space is \$35. Payment is due at the time of application.

**Bill Memorial Library Friends Committee
Vendor Agreement/Application**

12. Vendor agrees to indemnify and hold harmless The Bill Memorial Library, its Friends Committee, and any of our volunteers from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of, or related to, the operation of the vendor at the Friends of the Bill Artisan Market.

I/We have reviewed all Market rules and agree to abide by them.

Print name(s) _____

Signature(s) _____

Complete the following information and return with your payment to the address below.

Bill Memorial Library
Attn: Emily Lavoie
240 Monument Street
Groton, CT 06340

*Please make checks payable to **Friends of the Bill Memorial Library***

Business Name _____

Address _____

Contact Person _____

Phone # _____ E-mail _____

CT Sales and Tax Permit # *(please provide a copy with your application)* _____

Description of items sold _____

If you have a website or social media page that features your products, please provide the address: _____

Price range of items sold _____