

Bill Memorial Library Friends Committee Vendor Agreement/Application

Thank you for your interest in being a vendor at our Artisan Market on Saturday, September 23, 2023 from 10 am until 3 pm (Rain Date: Sunday, September 24, 2023.)

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. Tent stakes or weights are strongly encouraged, as it can get breezy near the water.
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 of 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 \$40. While our market is not a juried event, we want our vendors to be successful and, therefore, make every effort to limit the number of vendors selling like items. For this reason, all applications are reviewed prior to requesting payment. Upon acceptance to our market, we will send instructions on submitting the vendor fee and any other required documentation.
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.

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

I attest to the truth and accuracy of the information provided in this application. I have read the Market Rules and agree to abide by them.

Print name _____

Signature(s) _____

Complete the following information and return using one of the options below. We will contact you by email upon acceptance with options for paying the space fee.

Mail to: Bill Memorial Library Attn: Emily Lavoie 240 Monument Street Groton, CT 06340	Email to: friends@billmemorial.org
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Business Name _____

Address _____

Contact Person _____

Phone # _____ E-mail _____

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

Description of items sold _____

Will you be setting up a tent for your booth? Y N If yes, what size? _____

How much time do you need to set up? _____

Do you have any special needs for your space/setup? (shade, electricity, etc)? *We will make every effort to accommodate but cannot make guarantees.* _____
