

**Elizabethtown Public Library
Craft Fair**

Saturday, October 8, 2011

Application for Vendor Space

Benefits Elizabethtown Public Library, a not for profit organization serving the Greater Elizabethtown Area

1. Handmade, good quality crafts, hobby and decorating items will be the primary focus. A limited number of other business vendor spaces will also be included, but crafters will receive the first priority.
2. Vendors are responsible to provide the following prior to the Craft Fair:
 - a) Complete and legible registration form.
 - b) One (or more) raffle prizes with a \$10.00 minimum value.
 - c) A complete, vivid description of crafts being sold. Give some good details that can be used for a treasure hunt.
 - d) One or more photos of your crafts to bbradford@etownpubliclibrary.org
Preferred Formats are PDF, press or high quality print JPEG, 72 dpi minimum
3. Spaces will be assigned on a first-come first-serve basis as determined by the date the application fee is postmarked with consideration for vendors that have also participated in the Etown Public Library Craft Fair in previous years. If you have specific space needs, please contact Bethleen (717) 367-7467 x28 ASAP.
4. You will be notified of your space assignment via mail or email.

5. Space size and electricity: 6' wide x 4': \$25.00. Electric spaces - add \$15. Electricity (110 only) is limited to one device only. Electric spaces are limited. A 6' table and 2 chairs will be provided.
6. Time: Held indoors at Elizabethtown Public Library on Saturday, Saturday, October 8, 2011 from 9AM-4PM. Set up by appointment on Friday, October 7th and/or on Saturday, October 8th - no earlier than 8a.m.
7. Parking is extremely limited at Elizabethtown Public Library so we ask that you unload your materials and re-park your vehicle in a space other than the Library parking lot and the adjacent municipal lot.
8. Vendors are responsible for cleaning their space at the end of the day.
9. Please, no music or other recordings played as part of your site. Also, please no open flames (including candles) or other potential fire hazards.
10. The Library Event committee reserves the right to deny space to any applicant for any reason whatsoever including but not limited to an applicant's usage of space which is not in keeping with the intent of the craft fair. Said intent shall be determined solely by the Library Event committee.
11. Elizabethtown Public Library will not be held responsible for loss or injury incurred by participants or vendors

FOR OUR USE: Vendor No. _____ Space Assigned _____ Picture Provided _____
Post Mark Date _____ Check No. or Credit Card _____ Amount Paid _____

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Business/Craft Vendor Application

I hereby consent to the rules and regulations set forth for the 2011 Elizabethtown Public Library's Craft Fair as detailed in this brochure.

Signature

Organization/Business Name _____

Contact Person _____

Address _____
Street City State Zip Code

Phone _____ E-mail _____
(Area Code)

PA Sales Tax License # _____

_____ Yes, I will participate in Elizabethtown Public Library's Craft Fair and a vendor space for the day at \$25.00 per space. # of spaces needed _____ Total fee paid _____

_____ Yes, I need **Electricity**(110 only) Cost - an additional \$15. Spaces are limited. Limited to one device only.

Special Needs/Considerations: _____

Payment Options

_____ MasterCard OR _____ Visa # _____ Exp.Date _____

CVV Code # _____ Signature _____

Billing Name, Address, & Phone # (if different from above) _____

Check enclosed - a \$30 fee will be charged on all returned checks

**Craft Fair Application Continued on other Side
Please complete both sides!**



presents

3rd Annual Craft Fair

**Saturday
October 8, 2011
9AM-4PM**



**Celebrate Globally
Shop Locally**

10 South Market Street
Elizabethtown, PA 17022
717-367-7467 - fax 717-367-5019
www.ETownPublicLibrary.org
Email: bbradford@etownpubliclibrary.org

Reminders:



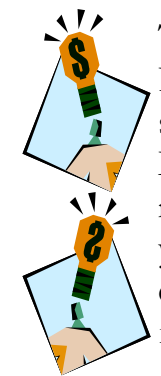
Send pictures (by email preferably) **and descriptions of your crafts so we can promote you!**

Deliver and Set Up your Stand *by Appointment* on Friday, October 7 or starting at 8AM Saturday, October 8.



DO NOT PARK IN THE LIBRARY LOT during the Craft Fair.

Submit Your Raffle Prize (\$10 minimum value) to Bethleen @ the Library no later than Monday, September 26th.



The goal of Elizabethtown Public Library's Craft Fair is to support your business and the Library. We will work with you to make this a profitable event for you and ask that you help us to do the same. Thank you so much for your participation!

Elizabethtown Public Library Craft Fair

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Application for Vendor Space *continued from other side*

A general description of my crafts (give vivid word pictures if possible)

Some very specific details about my crafts to be used in a treasure hunt

_____ I will set up my craft stand on Friday, October 7th between 9-11AM.

_____ I will set up my craft stand on Friday, October 7th between 2-4PM.

_____ I will set up my craft stand on Saturday, October 8th between 8:00-9AM.

(Reminder: The Library is *closed on Friday*, so pre-arrangements must be made for set-up.)

Complete this application and submit with credit card information or a check payable to Elizabethtown Public Library and return to:

**Elizabethtown Public Library, 10 S. Market St., Elizabethtown, PA 17022
717.367.7467**

If paying by credit card, application may be faxed to 717.367.5019