



2018 Holiday Craft Fair **NEW** Vendor Application

Friday, November 9th, 9 AM - 4 PM
Saturday, November 10th, 9 AM - 4 PM

NEW VENDOR APPLICATIONS: A VERY LIMITED NUMBER OF SPACES MAY BE AVAILABLE.

Return with payment in full by check only, payable to Friends of Harborfields Library.

New vendor applications will be considered if space remains beginning Tuesday, September 4th.

New vendors will be contacted by September 14th if space is available.

To ensure quality and variety of HANDCRAFTED items, include photos and a list of items to be exhibited if you are offering different items for sale than in previous years. **ABSOLUTELY NO REFUNDS OR TRANSFER OF APPLICATION FEES ONCE ACCEPTED.** No exhibitor may sell their assigned space to another vendor. If you wish to share your space with another vendor, both vendors must provide contact information, photos and sign the joint application.

Crafter's Name (Please Print!) _____

Business Name _____

Street Address _____

Town/State/Zip _____

Mobile Phone _____ Alternate # _____

E-mail _____

Indicate space(s) requested: _____ space(s) for 2-day event @ \$100 per space, which is approximately 10' of space to accommodate a 6' x 30" table and chair provided by the Library. Vendor locations will be assigned by the craft fair coordinator. Returning vendors may request specific locations, and every effort will be made to honor requests, but cannot be guaranteed. **Indicate below any special requests for spaces, electricity, permission to use props, additional tables.**

_____ Photos included. Please list **HANDCRAFTED** items for sale. The craft fair coordinator reserves the right to ask vendors to leave if they misrepresent their merchandise as handcrafted, or bring products for sale that have not been approved. **All fees will be forfeited.**

I acknowledge that I have read and will abide by all of the rules and regulations on page 2, and that the Friends of the Harborfields Public Library and the Harborfields Public Library assume no responsibility for my person or property during the Craft Fair. I understand that I am responsible for the clean up of my own area after the close of doors.

• **Signature** _____ **Date** _____

Return signed application, photos and payment BY CHECK ONLY

PAYABLE TO: FRIENDS OF HARBORFIELDS LIBRARY

Mail to: Friends of Harborfields Public Library Craft Fair c/o Program & Publicity Office

31 Broadway, Greenlawn, NY 11740

For Office Use Only:

Date Received: _____ Amount: _____ Check # _____

Returning or New Vendor _____

Assigned Room and Space as determined by Friends Craft Fair Coordinator _____ (Page 1)

KEEP THIS PAGE FOR YOUR INFORMATION

Friends of the Harborfields Public Library 2018 Craft Fair

**Friday, November 9th, 9 AM - 4 PM and
Saturday, November 10th, 9 AM - 4 PM**

SETUP INFORMATION: Thursday, November 8th between 4 - 7 PM BY REQUEST ONLY
or Friday, November 9th between 7:30 - 8:30 AM. (Fair opens to the public at 9 AM both days).

All vendors must use the Broadway entrance (with stairs) or the handicapped ramp on the south side of the building (near Ann St.) to load and unload merchandise. **After unloading, vendors must move their cars to the back parking lot or side streets to allow space for customers.** You must supply your own dolly to transport items in and out of the building.

REMOVAL: Take down begins at 4 PM on Saturday, November 10th. There will be no breaking down before the scheduled closing time. **This includes bringing in boxes, packing, or dismantling of displays.**

GALLERY & HALLWAY VENDORS, PLEASE NOTE: The Library will be closing at 5:00 PM on Friday, November 9th, so vendors who have a space in the gallery or hallways may want to cover their merchandise or plan to stay until 5:00 PM when the Library closes. You will not need to disassemble your booth on Friday. The building will be closed and locked at 5:00 PM.

Restrictions:

There is limited electricity in the building: **Special permission must be granted to use any electrical outlet.** You must provide your own cords, and they may not extend across walkways.

Food will not be available for purchase during this event, you may want to bring your lunch.

The exhibitor's booth must be open and staffed during the craft fair. By signing this form, you are agreeing that the Library and the Friends of the Library are not liable for personal injury or loss, damage, theft, breakage, or destruction of goods on exhibit, or other personal property. The exhibitors shall be solely responsible for their own property, and for all public claims and liabilities, and will indemnify and hold harmless the Library and the Friends of the Library from any such claim. Rooms will be locked at night. It is up to each exhibitor to decide whether to dismantle or cover displays during non-show hours.

NOTHING SHALL BE NAILED, STAPLED, OR OTHERWISE AFFIXED ON THE WALLS, FLOORS, OR ANY PART OF THE ROOMS OR CURTAINS. THERE WILL BE NO PAINTING, LETTERING OR STAINING THAT CREATES ODORS INSIDE THE BUILDING.

**Friends of Harborfields Public Library
31 Broadway, Greenlawn, NY 11740
631-757-4200 ext. 453
email: friendsharblib@gmail.com**

Craft Fair Coordinator: Susan Hope, shope@harborfieldslibrary.org