

## The North Wales Area Library's Fourth Annual Holiday Marketplace 2024 Application

**This contract** is provided by the North Wales Area Library. All other signatures shall be referred to as "vendors." A signed document confirms acceptance of all the terms & conditions contained herein. There are no exceptions to these terms. The parties agree as follows:

**DATE:**..... SATURDAY, NOVEMBER 2, 2024.

**LOCATION:**..... 233 S. Swartley St. in North Wales, PA 19454

**EXHIBIT FEES:**.....\$40 PER 6' X 2.5' SPACE (INCLUDES A TABLE AND A CHAIR)

**SET-UP AND DISPLAY:** Set-up time is from 9:00 am - 10:00 am. This is an indoor event. There are small parking lots at the library and street parking available in the neighborhood. Exhibitors are responsible for providing their own display materials and hanging their own work. The North Wales Area Library asks that participants cooperate with all the merchants when setting up as not to disrupt the normal flow of traffic into and out of the library. Automobiles may be used to deliver and set up displays. Please keep your vehicles as far to the side of the street as possible while unloading your merchandise. Vendors are expected to break down their merchandise and displays starting at 3:00 pm and must be completed by 4:00 pm.

**HOLIDAY MARKETPLACE CUSTOMER SHOPPING HOURS** - 10:00 AM - 3:00 PM

### **RESTRICTIONS:**

A) Application **DEADLINE Friday, October 11, 2024** Email: [marketplace@northwaleslibrary.org](mailto:marketplace@northwaleslibrary.org).

Applications will be reviewed on a rolling basis. If there are no vendor spots available, your business will be placed on a waiting list.

B) **No** refunds whatsoever.

C) All booths & contents are subject to inspection by an authorized library Board Member.

**PHOTOS:**..... By signing this contract, I understand that I may be photographed at the event for the purpose of advertising the event in the future.

**SPACES:**.....Assigned spaces **are not guaranteed**. Absolutely **no** refunds will be given for **dissatisfaction** with your space. If you are a returning vendor (2021, 2022, or 2023) and are approved, you will have an opportunity to request a location based on availability.

**NOTE: THE NORTH WALES AREA LIBRARY RESERVES THE RIGHT TO CLOSE ANY EXHIBIT WHICH IT DEEMS TO BE OFFENSIVE AND/OR OBJECTIONABLE TO THE GENERAL PUBLIC. PLEASE USE DISCRETION AND KEEP IN MIND THAT THIS IS AN INDOOR EVENT WHERE MERCHANDISE MAY BE VIEWED BY CHILDREN AS WELL AS ADULTS. PLEASE FILL OUT THE APPLICATION ON THE NEXT PAGE. Keep THIS PAGE for your files.**

Holiday Marketplace 2024 Application

Holiday Marketplace Vendor Application and Agreement

Business Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

Social Media Links if applicable \_\_\_\_\_

Please describe your work and/or bio statement in 20 words or less.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*Have you been a vendor at our Holiday Marketplace in the past three years? Yes or No**

Applicants are encouraged to attach up to three pictures of their work to their application. These images may be used to promote the Holiday Marketplace Event on social media.

Are there any special requirements we should know about (i.e access to outlet)?

Please explain. Ex: Access to electrical outlets will be granted on a first come, first served basis.

\_\_\_\_\_

By participating in the event, you assume all risks for your property, merchandise and actions of your staff.

I have read the contract conditions as stated on page 1 of the application, and I agree to follow them. I understand that if I am accepted as a vendor for this event, I will pay a \$40.00 fee to reserve my table. All fees are **non-refundable**.

First and Last Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Company Represented: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Please note: You must sign and date your application in order to be considered as a vendor for the North Wales Area Library's Holiday Marketplace. Vendors will be contacted via email on or before **Saturday, October 12th** if they are accepted. The \$40 exhibit fee is due by **Saturday, October 19th** if you are accepted as a vendor. The exhibit fee should be paid online using the link that will be provided. If you would like to pay with a check or cash, please contact Jackie Oberholtzer at [marketplace@northwaleslibrary.org](mailto:marketplace@northwaleslibrary.org). **Please email your application to [marketplace@northwaleslibrary.org](mailto:marketplace@northwaleslibrary.org).** Thank you for your support.