

Brandywine Community Library Vendor and Craft Fair

Vendor and Crafter Registration and Agreement

Date of event

Saturday, November 9, 2024
10 AM – 2 PM

Location

Henry Auditorium, The Lutheran Home,
1 S Home Ave, Topton, PA 19562

Set Up Time

8:30- 9:45 AM

Tear Down Time

2:00 - 3:00 PM

Registration Deadline **October 5, 2024**

- The auditorium sits inside the Lutheran Home.
- Cost is \$25 per booth. Booth is approximately 8 foot long by 7 foot across.
- All proceeds from the reservation of vendor/crafter tables will benefit Brandywine Community Library (BCL).
- Payments are non-refundable.
- All vendors/crafters are responsible for providing their own 8-foot table. Chairs can be provided, please specify your needs below.
- All vendors/crafters are responsible for setup and cleanup of their spaces.
- Vendors/crafters should remain for the whole duration of the event and not tear down prior to 2 PM.
- Vendors/crafters are responsible for donating an auction item valued at least \$20 for the BCL giveaway.
- Vendors/crafters are encouraged to help promote this event on social media channels. Each vendor will be spotlighted on the Library's Facebook event page in the days and weeks leading up to the event.
- Vendors/crafters who would like their logo included on fliers and other promotional materials need to supply a logo no later than October 1, 2024 to **bcl@brandywinelibrary.org**
- Electricity is available on a limited, first come/first serve base. Electrical power will be provided to those tables paying the additional fee of \$10. Vendors/crafters must provide their own electrical cords and lights. Email bcl@brandywinelibrary.org to verify electric availability.
- Registration forms must be postmarked by October 5, 2024.
- Watch for an email with last minute details the week before the event.

Vendor/Crafter Contact Information

Contact: _____

Business Name: _____

Street Address: _____

City, State & Zip: _____

Contact Phone: _____

Email: _____

Website/Facebook/Other: _____

Number of booths @\$25 per space _____

General Product Description: _____

Description of donated item valued of at least \$20 _____

Do you require electricity for a \$10 fee: Circle: Yes No

How many chairs do you need in your space? _____

I agree to the above defined vendor/crafter rules and will not hold the Brandywine Community Library or The Lutheran Home at Topton, or its members, board, or volunteers liable for any injuries to myself or my staff on-site, or for any damage to, or theft of property I bring on-site. I will respect the space and its location and will dispose of trash appropriately. If my check is returned insufficient funds I will be charged what the bank fees the library for the returned check.

Vendor/Crafter Signature: _____ Date: _____

Drop off or mail signed agreement & non-refundable payment payable to 'Brandywine Community Library' to

Attn: BCL Vendor and Craft Fair

Brandywine Community Library, 60 Tower Drive, Topton, PA 19562

Registration and agreement form plus payment must be postmarked by October 5, 2024. Questions can be directed to bcl@brandywinelibrary.org and emails will come from this email address before the event.