



Friends of the Irondequoit Public Library Art, Craft, Vendor Showcase & Fundraiser

This application is for the Friends of The Irondequoit Public Library Craft Fair, a showcase and connection-making event for local makers and talent to be held on Saturday, November 9th between 10:00AM – 5:00PM, and on Sunday, November 10th between 1:00PM and 4:00PM, at the Irondequoit Public Library. This showcase and fundraiser is being coordinated by the Friends of the Irondequoit Public Library. All proceeds will be donated to the Irondequoit Public Library to support library programs and services that would not otherwise be possible.

To be eligible for this event, **all items offered for sale will be by a crafter/vendor, or offered for sale by a registered charitable not-for-profit entity.** All attendees must abide by the Code of Conduct of the Library during the event (attached).

To apply to participate, please fill out the below Application and Terms, and send it in to irondequoitlibraryfriends@gmail.com by 6:00PM on Friday, October 11th. We look forward to making you a part of our community outreach and this important support for the Library!

APPLICATION

BUSINESS NAME _____

EIN #: _____

ARE YOU A NOT-FOR-PROFIT ENTITY? _____

IF YES, attach Certificate of Incorporation or Charter.

FACEBOOK NAME _____

CONTACT NAME (Must be over 18): _____

COMPLETE ADDRESS _____

PHONE _____ E-MAIL _____

SHORT DESCRIPTION OF PRODUCT(S) TO BE SOLD: _____

SPECIAL NOTE (IF ANY): _____

ELECTRICAL LIMITED (\$5) YES__ NO__ Your request is not a guarantee, but we will try to accommodate everyone to the best of our abilities.

I AM REGISTERING FOR: Saturday and Sunday (\$35) Saturday only (\$25) Sunday only (\$15)

I WOULD LIKE TO DONATE AN ITEM FOR THE FRIENDS TO RAFFLE OFF AT THE EVENT (proceeds of the raffle benefit The Friends of Irondequoit Public Library)

YES__ NO__ | If yes, description of item to be donated: _____

DIRECT SALES PARENT COMPANY (IF APPLICABLE): _____

TERMS

1. The participation fee is \$35 for a table on both Saturday and Sunday, \$25 for a table on Saturday only, and \$15 for a table on Sunday only. **Initial here**
2. To enable the Friends to assess your application, the application fee is due within 48 hours of agreeing to be part of the show. If the application and fee are not received within 48 hours, you risk the possibility of not being in the show. Entries are considered in order of application. Applications will be considered based on the stated show criteria. **Initial here**
3. You agree that sales tax for all sales is your sole responsibility and represent that to the extent required, you are registered to collect and remit sales tax as required by law. **Initial here**
4. You are required to stay for the entirety of the show. **Initial here**
5. There is no smoking (of any kind) on Library property. **Initial here**
6. The Friends cannot control foot traffic and cannot guarantee you will make sales the day of the show. For crafters, there may be similarities to others at the show. The Friends cannot guarantee you are the only crafter in your style of crafting. It is each crafter and vendor's job to help to promote these events by spreading the word and flyer- that is what helps the foot traffic. **Initial here**
7. Everyone that is accepted into the show, will be put into a group message/group page, through Facebook or email, provided you have Facebook. It is the fastest and easiest way to get information to everyone. Please be alert for this outreach. **Initial here**
8. The Friends will have a flyer made for the event, that we will share with you. Please share the flyer to help advertise. The Friends and affiliates will have an event page, will advertise on our FB pages, and other social networking sites. All promotion of the event must make it clear that this is not a program of the Library (it is the "Friends of the Library"). **Initial here**
9. In the event the Craft Fair must be canceled (weather, power outage, pandemic, etc), it will be rescheduled for some time within the next ninety days. If you confirm in writing that you cannot attend the rescheduled event within ten days of being notified of the new date, your application fee will be refunded. **Initial here**

10. In the event you must cancel your appearance, we cannot offer a refund unless you are able to locate a substitute. **Initial here**

11. If you will have employees working at the event, you represent that you have Worker’s Compensation Insurance as required by law.

12. You agree to abide by all safety rules of the Irondequoit Library and to abide by all requests of the organizers related to safety and set-up on the day of the event. **Initial here**

HOLD HARMLESS

YOU AGREE TO HOLD HARMLESS THE FRIENDS OF THE IRONDEQUOIT PUBLIC LIBRARY, THE IRONDEQUOIT PUBLIC LIBRARY, AND THE TOWN OF IRONDEQUOIT, THEIR EMPLOYEES, VOLUNTEERS, AND REPRESENTATIVES, WITH RESPECT TO ANY ALLEGED INJURY OR CLAIM RELATED TO THE PROMOTION, ADVERTISEMENT, ORGANIZATION, OR CONDUCT OF THIS EVENT. **Initial here**

INDEMNIFICATION

YOU AGREE TO INDEMNIFY AND DEFEND THE FRIENDS OF THE IRONDEQUOIT PUBLIC LIBRARY, THE IRONDEQUOIT PUBLIC LIBRARY, AND THE TOWN OF IRONDEQUOIT, THEIR EMPLOYEES, VOLUNTEERS, AND REPRESENTATIVES, WITH RESPECT TO ANY ALLEGED INJURY OR CLAIM CAUSED BY YOUR PROMOTION OF OR PARTICIPATION IN THIS EVENT. **Initial here**

If you are signing on behalf of a company (a corporation, not-for-profit corporation, school, religious organization), please list your title within the organization: _____.

If your business is “DBA” list the DBA filing date and the County: _____

PRINT NAME _____ DATE _____

SIGNATURE _____ DATE _____

PLEASE EMAIL THE COMPLETED, SIGNED APPLICATION AND TERMS TO:
irondequoitlibraryfriends@gmail.com

PAYMENT MAY BE MADE VIA CHECK (please make it out to “Friends of Irondequoit Public Library” with “Vendor Showcase registration fee” in the memo line - drop off or mail to Irondequoit Public Library, 1290 Titus Avenue, Rochester 14617) OR VIA PAYPAL BY SCANNING THIS QR CODE (please indicate “vendor showcase registration fee” in the payment notes).

