

RUTH KEELER
MEMORIAL LIBRARY

ANNUAL LIBRARY FAIR

MAY 6, 2017



VENDORS WANTED

The Ruth Keeler Memorial Library is seeking vendors of hand-made, locally grown or locally made items for their annual book, bake and plant sale. The event will take place this year on Saturday May 6th, 2017 from 10am to 3pm. This long standing annual event draws a large crowd and is enjoyed by all! Please see attached Vendor Agreement for details and to apply.

The Ruth Keeler Memorial Library
Annual Book Fair and Plant Sale May 6th 10-3:00
Registration and Vendor Agreement

Name: _____

Type of Merchandise: _____

OR Community Organization Name: _____

Address: _____

Phone #: _____

E-mail: _____

Check all that apply:

- Community Group (no fee)
- Vendor Space Under Tent (\$25 Fee)
- Vendor Space with Own Tent (\$35 fee)

1. All vendors must be approved by the Book Fair and Plant Sale Committee.
2. Merchandise for sale is limited to hand-made, locally grown or locally made products.
3. Vendor spaces are the size of one table.
4. Vendors must supply their own table and chair(s).
5. Vendors will be placed under one of two large tents supplied by the library.
6. Space fee is \$25 per table rain or shine. There is no fee if you are a community organization and not selling merchandise.
7. If the vendor has their own tent, you can request a premium space, the fee for a premium space is \$35, this option is limited to merchandize vendors and must be approved before arrival., vendors will be notified by email of approval. Tents must be weighted in case of wind, as it may not be possible to use stakes.
8. Fair hours are from 10-3:00 on Saturday, 5/6/17. Vendors are required to stay until 1:00 p.m.
9. Set up starts at 8:00. a.m. on 5/6/17. Tables and chairs can be set up from 3-5:00 on 5/5/17.
10. The RKML is not responsible for any lost or stolen items.
11. Vendors can not sell plants, baked goods, chips, hot dogs, hamburgers or beverages or give them away. This right is reserved for the RKML concession stand, plant sale and the Friends of the Library Bake Sale. Cut flowers are acceptable to sell.
12. All vendors are expected to clean their space(s) before leaving and take their own garbage.

I agree to abide by the terms and conditions listed in this document _____

Please return this form with a \$25.00 or \$35.00 check (if applicable) made out to the RKML to reserve your spot.

Thank you for your participation!

The Ruth Keeler Memorial Library
276 Titicus Rd, North Salem, NY 10560
(914) 669-5161